



International Window Cleaning Association (IWCA)



IWCA Proctor Responsibilities

The potential proctor must fill out and agree to comply with the IWCA Proctor Code of Ethics agreement, provide proof of identity (through public notarization services) and fax the form to IWCA, at the number provided on the form.

By completing this agreement, you are agreeing to abide by the rules below and those provided in the IWCA Safety Certification Proctor Manual which is attached. The proctor will abide by the IWCA code of ethics as stated on the IWCA website at www.iwca.org and in the Proctor Manual.

- I acknowledge the confidential nature of the IWCA Safety Certification examination, materials and the process and procedures described in the IWCA Safety Certification Proctor Manual.
- I shall maintain and protect the confidentiality of the intellectual knowledge of the IWCA Safety Certification Program and will not use any part of the coursework of the IWCA Safety Certification Program for individual or company gain.
- I will not make copies, transcribe, or remove any testing materials provided and will return all testing materials to the IWCA Headquarters.
- I will not disclose the content of the examination and will not disclose the process and procedures necessary to administer or pass the exam.
- I will not proctor exams for my own employees, partners, family members or personal friends without prior notification and acceptance by the IWCA.
- I agree to proctor IWCA Safety Certification examinations in an ethical and professional manner abiding by the guidelines set forth herein. I understand my role as an IWCA proctor and will enforce the guidelines in a controlled testing environment.
- I shall not pursue recruitment of employees from another member company at a certification testing site.
- I will check the candidate's valid picture ID for verification. Valid picture IDs are: state issued driver's license, passport, US military ID or company issued ID.
- I will ensure the student does not use a phone, instant messaging software or speak with any person during an exam.
- I understand that IWCA exams are not open book and the student is not permitted to reference materials, notes or any written reference materials.
- The proctor will verify that the students will not be allowed to use cell phones, telephones, cameras, or any other electronic devices during the exam.
- In the event that a student attempts to circumvent these guidelines, the proctor will report their findings to the IWCA designated contact within 24 hours of the incident.

I recognize and agree that disclosing or revealing or allowing this information to be disclosed or revealed constitutes a violation of this agreement and could place my status as an IWCA Safety Certification Proctor and IWCA Member at risk and/or be subject to prosecution to the full extent of the law. The undersigned agrees to report any known or suspected breach in the security of the IWCA Safety Certification exam by calling the IWCA designated contact or IWCA Headquarters with 24 hours of known or suspected breach.

Proctor's Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

Proctor's Signature: _____ Date: _____

What is the relationship between the proctor (you) and the business owner?

Name of Company you have agreed to proctor for:

Name of Student(s) you are proctoring:

*** Identification verification by Notary Public required, please fill out below**

Identification verified by:

Notary Public in and for the State of _____.

Commission Expiration Date: _____

Affix Notary stamp below (if applicable):

Printed name: _____ Signature: _____

Date: _____

Please return completed form to:

IWCA

Attn: Denise Brosie

1100-H Brandywine Blvd.

Zanesville, OH 43701

Questions? Call 740-452-4541

dbrosie@offinger.com