

CERTIFIED

PROFESSIONAL PHOTOGRAPHER

Certified Professional Photographers Examination

Information for Proctors conducting a CPP Examination

This material is supplied to assist you in preparing for and conducting the CPP certification examination and to ensure that a uniform and orderly method is used. Your responsibilities as a proctor of the Certified Professional Photographer Examination are considerable and any deviation from the recommended procedures can impact greatly upon the reputation of the certification program.

Upon receipt of the exams packet from PPA:

1. Confirm that the location where the exam will be given will be set up properly. A proper room for the examination process requires the following:
 - Spacious seating. Classroom style (with tables or desks)
 - Proper Illumination
 - Entry/exit doors that can be controlled by you
 - A table and chair up front for you
 - No distracting activities or noise levels in adjacent areas
 - A confirmation that the room is available for a minimum 3 hour scheduled period
2. Make sure candidates have at least two well-sharpened #2 pencils with erasers. Please have extra pencils just in case.
3. Upon receipt of the exams, you will see that each envelope has been sealed. **Do not break the seal.** The envelope is to be opened only by the candidate at the beginning of the examination. You will also receive one “Official Seal of Completion” label for each envelope supplied. These labels are important. Please do not misplace them.
4. All marking and grading of the completed examinations will be done by the Certification Administrators at PPA headquarters.

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One hour before the examination:

1. Inspect the meeting room facility.
2. Welcome the candidates in a warm and friendly manner.
3. Each candidate has been instructed to bring photo ID. Upon the candidate's arrival, please **verify the name on the photo ID**. You will write the candidate's name and their PPA ID (candidate ID) on the front of the exam packet.

IF THE NAME AND ID ARE NOT WRITTEN (AND MATCH) ON THE EXAM PACKET AND/OR THE ANSWER SHEET, THE EXAM PACKET AND ANSWER SHEET WILL BE DESTROYED.

Five minutes before the examination:

1. Please announce the following:

“Please remove all reference materials, notepads, or pieces of paper from your exam area. Scrap paper is not included. You are able to write on the exam booklets, so you should not have any other paper in the exam area.

Cell phone usage is not allowed during the examination. Even cell phones placed on vibrate are distracting to other candidates. All cell phones must be turned off and removed from the exam area. You may not have your cell phone in the exam area.

You are allowed to have simple pocket calculators while taking the test. Programmed-computer-styled calculators are not permitted.

The Certification Exam is two hours in length.

The exam has one hundred questions. One must score seventy percent to pass the exam.

Results will be sent to you via email approximately 3 weeks after this date.”

2. Upon instructions from you, candidates are to open their exam packets and take out the answer sheet and exam booklet. Candidates should not open the exam booklet until instructed to do so.

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- Using a number 2 pencil, the candidate must write their name and bubble in the PPA ID (candidate ID) on the answer sheet.

IF THE NAME AND ID ARE NOT WRITTEN (AND MATCH) ON THE EXAM PACKET AND/OR THE ANSWER SHEET, THE EXAM PACKET AND ANSWER SHEET WILL BE DESTROYED.

- The pre-exam period should close with the following comments:

“The cover sheet of your exam indicates which version of the exam you are taking: version 1, 2 or 3. Please write which version of the exam you are taking on the back of your packet on the seal where it says ‘Exam.’ You will also fill out today’s date on the seal.

If there are no additional questions, we are ready to begin.

When you are sure that your examination is complete, please bring all materials to me – the booklet, your answer sheet, and the unsealed envelope.

You may now open your exam booklets and begin the exam. You have two hours. Good Luck!”

During the examination period:

- Candidates may have questions regarding something on the exam. You are NOT allowed to give any information, hints, or suggestions. The exam has been written by a psychometrician skilled in creating test items that need no further explanation.
- Ensure that there is no conversation or interaction between any of the candidates.
- Candidates found cheating in any manner must turn in all materials and leave the testing area. The Certified Committee must be notified immediately of the name of the individual(s) and the nature of cheating.
- If any candidate must leave the room for personal reasons during the examination, they must **temporarily turn in ALL materials to you**. The candidate should not communicate with anyone outside of the testing room. Any communication with anyone will invalidate the exam. This includes cell phone usage.

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5. If a candidate's original answer sheet becomes badly smudged, damaged, or unreadable during the course of the exam, they may sign for a second answer sheet (you'll find a few extra ones in your package). Granting of this privilege is strictly at your discretion. When they have completed the exam, they must turn in both sheets – indicating the one to be voided by you. With a marking pen, mark "VOID" across the entire sheet. Do not destroy it. It must be enclosed in the candidate's final envelope.

As candidates turn in their finished examination:

Upon completing the examination, candidates are to bring all of their examination materials to you for acceptance. This includes their question booklet, their answer sheet, and their unsealed envelope.

Before accepting and sealing their envelopes, check the following:

1. Ensure the answer sheet is completed properly and that the candidate has attempted to answer all questions. If they have not and there is time remaining, you can suggest they go back to their seat and complete the exam.
2. If a candidate has signed out a second answer sheet, mark one of the answer sheets "void" at the direction of the candidate.
3. If you find everything in order – the answer sheet, and the intact answer booklet are to be placed in the envelope and the "Official Seal of Completion" label should be applied to the envelope, sealing it in the presence of the candidate. Under no conditions should an envelope be re-opened, once sealed.
4. State to the candidate: "I will seal this envelope. Please verify one last time that the exam and the answer sheet have your name and ID on the items and are located inside. Once you have done this, I will seal the envelope."
5. The envelope must be sealed by you. Have the candidate sign one side of the seal and the other should be signed by you. **Please adhere the seal in such a manner so that the date and exam version number are visible.**

After the exam:

You have been given a pre-addressed FedEx return envelope. Please return all exams (including any exams that were not used) to the address on the return envelope within FIVE DAYS of the exam date.

If you have any questions, please call 1-888-772-2780, ext. 254.