



1. As a proctor, you are responsible for the following duties **EXCEPT**:
 - A. Maintaining security of the exam.
 - B. Checking candidate identification.
 - C. Returning exam materials to Prometric.
 - D. Scoring the exams.

2. A candidate asks you a question about the meaning of an exam question. As a proctor, you should:
 - A. Remind the candidate that you cannot answer questions pertaining to the exam.
 - B. Tell the candidate to skip that question.
 - C. Attempt to answer the question.
 - D. Tell the candidate you will answer the questions after the exam is over.

3. You observe two candidates talking during the exam. What should you do **FIRST**?
 - A. Take away their exam booklets and dismiss them.
 - B. Move the candidates to other seats.
 - C. Warn the candidates that further conversation will result in dismissal.
 - D. Remind the entire group that talking is not allowed.

4. A testing room contains twelve eight-foot rectangular tables, arranged in two rows and spaced five feet apart front to back. What is the **MAXIMUM** number of candidates that can take the exam at one sitting?
 - A. Twelve
 - B. Twenty-Four
 - C. Thirty-Six
 - D. Forty-Eight

5. You are reading the instructions for the exam. A candidate raises his/her hand and says he/she does not understand the last instruction you gave. What should you do?
 - A. Ask another candidate to explain the instruction.
 - B. Repeat the instruction word for word.
 - C. Paraphrase the instruction to make it easier to understand.
 - D. Tell the candidate that instructions are given only once.

6. During a testing session, the fire alarm sounds and you must evacuate the testing room. What should be your **PRIMARY** concern?
 - A. The security of the test materials.
 - B. The safety of the candidates.
 - C. The safety of the testing staff.
 - D. The security of personal possessions.

7. A candidate wishes to use the restroom during the exam. What should you do?
- A. Collect the candidate's test materials and have him/her sign out.
 - B. Accompany the candidate to the restroom.
 - C. Tell the candidate to insert his/her answer sheet in the test book and leave them on the table.
 - D. Tell the candidate that restroom breaks are not permitted during the exam.
8. A candidate, whose name was not on the roster, arrives at the test site without picture identification. You should tell the candidate:
- A. They need to show you two forms of non-picture identification.
 - B. You will call someone they know who can vouch for their identity.
 - C. They cannot test without presenting a photo ID.
 - D. You will admit them, but Prometric will require verification before the test is scored.
9. Once the exam begins, the proctor should:
- A. Remain at the front of the room at all times.
 - B. Remain at the back of the room at all times.
 - C. Move about the room from time to time.
 - D. Wait outside the testing room.
10. In what order are test booklets to be handed out at the beginning of a CPFM test session:
- A. Pass out the Green booklets first.
 - B. Booklets should be handed out in sequential order one green, then one orange. No candidates sitting next to each other should be given the same color booklet.
 - C. Pass out the Orange booklets first.
 - D. Pass out the booklets in descending order.
11. After the exam, a candidate tells you he/she believes that there is not a correct answer among the choices for question #95. You should tell the candidate to:
- A. Fill out a Question/Comment form and turn it in to you.
 - B. Give you an explanation of the problem and you will pass it on to Prometric.
 - C. Explain the problem on his/her answer sheet.
 - D. Explain the problem in his/her test booklet in the space next to the question.
12. When you open your shipment of test materials from Prometric, there are fewer test booklets than the number on the enclosed *Shipping Worksheet*. What should you do?
- A. Call another proctor to see if he/she can give you a few more test booklets.
 - B. Call Prometric immediately to report the discrepancy.
 - C. Send the faulty shipment back to Prometric.
 - D. Report the discrepancy to Prometric when you return the test booklets after the session.
13. On the testing day, a reporter from the local newspaper shows up and indicates the desire to do a story on the testing program. What should you do?
- A. Call the newspaper for verification, before letting him in.
 - B. Tell him he may observe, but may not see any test materials.
 - C. Tell him that no visitors are permitted in the testing room during the exam.
 - D. Notify the police that there is an intruder on the premises.

14. Test booklets must be accounted for:
- A. Before the exam only.
 - B. During the exam only.
 - C. After the exam only.
 - D. Before, during and after the exam.
15. Which of the following is **LEAST** likely to cause a problem when a candidate's answer sheet is scored?
- A. The candidate did not use a No. 2 pencil.
 - B. The candidate did not print his/her name legibly.
 - C. The candidate did not bubble in information correctly.
 - D. The candidate made stray marks on the answer sheet.
16. A candidate arrives after the instructions have been read and the exam has begun. What should you do?
- A. Admit the candidate and give him/her the full time to take the test.
 - B. Admit the candidate, but subtract the number of minutes late from the time allotted.
 - C. Admit the candidate at your discretion, based on how disruptive it will be to the other candidates.
 - D. Tell the candidate he/she has arrived too late to be tested.
17. What is the **MOST IMPORTANT** reason to make a seating chart shortly after the exam has started?
- A. It tells you who is in each seat.
 - B. It enables Prometric to identify which candidates were sitting next to one another in the event of a security problem.
 - C. It helps Prometric determine how many candidates were sitting for the exam.
 - D. It shows candidates that you are keeping track of their location.
18. An additional proctor is required for each additional _____ candidates.
- A. 20
 - B. 30
 - C. 40
 - D. 50
19. What is the proper way to give candidates their test booklets?
- A. Seat the candidates, then hand each person a test booklet.
 - B. Hand the candidate a test booklet as each candidate enters the testing room.
 - C. Pass the test booklets from left to right across rows.
 - D. Pass the test booklets front to back from table to table.
20. Which test booklets must be returned to Prometric after the session?
- A. Only used test booklets that are free of marks.
 - B. All used test booklets.
 - C. All unused test booklets.
 - D. Both used and unused test booklets.