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## **CPPM EXAM**

### **INSTRUCTIONS FOR PROCTORS OF CERTIFICATION TESTS**

Your responsibility as a proctor of the NPMA Certification program is very important. You are personally responsible for maintaining the integrity of the program. We request that you follow these instructions to both assist the National Office in administering the program and provide the best service possible to our members. Thank you for volunteering to be a proctor in the NPMA Certification program.

#### **THE FOLLOWING INSTRUCTIONS WILL BE READ TO THE APPLICANT:**

- Your test should be sealed. If it has been open, let the instructor/proctor know before you remove the test.
- Open the test packet and check the contents. The envelope should be marked with your name, the test number, and Candidate ID. The envelope will contain the test with the corresponding test code.
- You are not allowed any materials in the testing area. This includes books, notes, or assistance. The proctor will answer questions of clarification, but cannot give any hints about a right or wrong answer and cannot review your test for accuracy of your answers. If there is any evidence of cheating or unauthorized materials, the proctor will immediately confiscate your test and you will get a zero score. You must wait six months before taking another test. A second violation will prohibit you from testing for NPMA Certification.
- **There is a 3-Hour time limit for test taking.**
- Complete the essay exam on the booklet provided. **Your Candidate ID needs to be on each page of your test booklet. Not doing so will take points off of your test and/or cause you to fail the exam.**
- When you have completed the test, put the test back in the envelope that has your name, candidate ID and test number on it; return the test envelope to the proctor. It should be sealed immediately.
- After the proctor has collected the test packets, he/she will reseal the test packets and mail them back to the National Office for grading. It is the student's responsibility to pay for the postage.
- You should receive your results in approximately six (6) weeks from headquarters receiving of the test. You will receive an email when your test is in from the grading team and posted. This is a pass or fail test. You can view if you passed or failed on the member's area of our web site. Retests cost the same amount as the initial test and can be ordered via the NPMA member's area of our web site ([www.npma.org](http://www.npma.org)), FAX or email with payment to NPMA in advance.
- If you have not received your test results on your member profile in seven (7) weeks, you may check with the National Office by phone or e-mail for your results. (certification@npma.org)
- **Proctors are not authorized to reproduce any materials including the completed test. Doing so will void your test and may cause the Proctor to loose their Proctoring abilities for NPMA. Grading by proctors on site will not be authorized in any case. Retakes must be requested from the National Office.**
- If you have any questions regarding the contents of this instruction, please contact Penny Parker, Certification Manager at 727-736-3788 extension 307.