**PROCTOR INSTRUCTIONS**

* Unless an individual has demonstrated proficiency and meets the vision standards, the examination will not be administered.
* A “Certificate Qualification Statement” from an employer or supervisor is sufficient for the purpose.
* A certified observer may also sign the examinee’s answer sheet to indicate that the demonstrated proficiency of the examinee is satisfactory.
* Demonstrated proficiency may also be made to the Proctor if the Proctor is certified. In this case, the Proctor’s certificate number is required.
* Collect any “Certificate Qualification Statements”.
* All examinations are to be taken closed book.
* Blank observation forms, a calculator, and scratch paper are permissible. Forms and scratch paper will be turned over to the proctor at completion of the examination.
* There is a 2-hour time limit for surface and upper air exams.
* Examinations will be completed in one sitting.
* Use multiple examinations when more than one person is being tested.
* Each person taking an examination must show a picture identification unless the proctor knows the individual, i.e., make sure the person taking the examination “is who they say they are”.
* Ask each examinee if they have ever taken this examination or another NWS aviation test before.
* If an examination has been taken during the past two weeks, do NOT administer the examination.
* Instruct the examinee to place a circle around the selected answer.
* Ensure each answer sheet is properly completed.
* The name of the examinee will be printed as it will appear on the observing certificate.
* The Test Series is either 2000(1), 2000(2), 2000(3), etc(…).
* The station name is to be compete.
	+ Four-letter station identifier is NOT sufficient; include the type (WFO, WSO, etc…), Name, City, and State
	+ If multiple locations, make sure this information is included.
* Ensure the “Date” of the examination is complete. This is necessary as a record to determine when another examination can be administered.
* Persons taking the examinations will not be allowed assistance during the examination except to possibly clarify a question’s intent.
* The clarification must be accurate and not mislead the examinee.
* The discussion will be in such a manner not to divulge the answer.
* Discussion of the questions after the examination is not permitted.
* Remember, keep in mind the purpose of the examination is certification rather than training.
* The Proctor will sign the answer sheet whether the examinee passed or failed.