



## 2020 PROCTOR OATH FORM

As an International EMS Registry (IEMSR) exam proctor, I will adhere to, abide by and agree to the following obligations and responsibilities:

- I will directly observe examinees at all times during the testing period and will keep private and to my own, my login information including password to access the test.
- I will verify, via photo ID, the identity of all examinees on the roster and will allow only examinees whose names appear on the roster to sit for the examination.
- I will read aloud any rules and regulations to the examinees prior to the beginning of the exam and not answer any questions after the exam begins.
- I will prohibit the use of cell phones or electronic devices at any time during the exam.
- I will inform the examinees, prior to the start of the examination, that there will be no restroom breaks allowed during the examination period.
- I will not tolerate cheating of any form. This includes, but is not limited to, allowing the examinees to consult textbooks or notes, discuss or review any items on the exam with anyone else during the exam, or talk to other examinees during the exam.
- I will keep confidential any verbal or written information that is disclosed to me as a result of my participation in any IEMSR activity related to the exam including, but not limited to, applications, examinations, contracts, challenges, appeals, complaints, ethics violations or other action being considered by IEMSR.
- I will treat all confidential information as IEMSR's sole property and will take all necessary steps to ensure confidentiality and will return all confidential information in my possession or control at the completion of my obligations, or upon IEMSR's request, whichever is earlier.
- I will, upon discovery of any suspected unauthorized use or disclosure of confidential information, promptly inform IEMSR in writing and will cooperate in every reasonable way to assist IEMSR regain possession of the information and prevent its further unauthorized use or disclosure.

I have read the above statements and understand that by providing my electronic signature, I accept all responsibilities listed. I understand that in the event I do not abide by any of these requirements, I may be prohibited from proctoring future IEMSR exams and may jeopardize the school's approval status as a testing site and/or subject the school to action by IEMSR.

_____ Proctor's Name	_____ Proctor's Signature	_____ Date	_____ Cell Number	_____ Email
_____ Name of Testing Center	_____ Testing Site #	_____ County	_____ Address	

**Send completed form via e-mail to: [certification@iemsr.org](mailto:certification@iemsr.org)**

International EMS Registry, 9900 W. Sample Rd., Suite 203, Coral Springs, FL 33065  
(754) 900-1008 [certification@iemsr.org](mailto:certification@iemsr.org) Updated November 2019

***This form must be completed by the proctor in order to receive the login information to access the secure testing site.***