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## **Proctor Security Agreement Canadian – National Radon Proficiency Program (C-NRPP)**

The C-NRPP Radon Measurement and/or Mitigation Exams, and the items comprising them, remain at all times the property of the *Canadian - National Radon Proficiency Program (C-NRPP)*. For your own protection and for that of other agencies using this material, it is essential that its confidential nature be safeguarded. As part of the responsibility of administering this test for C-NRPP, you are asked to agree to the following conditions:

1. Examination must be kept under lock and key until examination time.
2. Under no circumstances may you copy or retain questions in your file.
3. Under no circumstances shall any questions included in this examination be released to any other agency, or made available for any purpose whatsoever.
4. All instructions included with examination materials must be read and followed.
5. Proctors may ***not*** be an instructor of the course for which the exam is administered, nor may a proctor be an immediate supervisor or employer, immediate relative, or friend of an examinee.
6. Proctors must agree to abide by this security agreement and the instructions provided with the exam materials. Proctor agreement will be included with the exam materials and must be returned with completed exam packages.
7. Candidates are prohibited from copying examination items.
8. No one is to leave the examining room without returning all examination materials.
9. All examination materials are to be returned to C-NRPP immediately after the last examination has been held, unless other arrangements have been made by way of prior written approval by the *Canadian - National Radon Proficiency Program (C-NRPP)*.
10. Any unusual conditions are to be reported on the Exam Reporting Form.
11. If any deviation from this agreement or the instructions occurs which necessitates that the exam be re-written, a fee of \$1000 will be assessed.

*I, the designated Proctor, hereby agree to honor the above conditions in all respects.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name clearly printed or typed*

\_\_\_\_\_  
*Title*

***Please complete this form and return to the C-NRPP Office.***