

Student-Arranged Exam Proctor Criteria

Criteria for CUIC® Student-Arranged Exam Proctors

Dalhousie University is Cusource Credit Union Knowledge Network's academic partner for Credit Union Institute of Canada (CUIC) courses and exams as well as the Credit Union Director Accreditation (CUDA) exam. As such, Cusource Knowledge Network needs to adhere to Dalhousie's policies regarding all aspects of exam administration, including the selection of suitable proctors and sites where the site is **not** a Cusource® public exam site.

Student-arranged exam sites and proctors are coordinated by the credit union at their cost. All student-arranged exams are written online and as such, learners are not permitted to use their own at-work computer or their own personal computer to submit their exam.

Proctors must be pre-approved by Cusource Knowledge Network and meet the following criteria:

1. The proctor must be one of the following:
 - Director, coordinator, or other representative of a university or college testing or counselling division;
 - Dean, registrar, or professor of an academic program in a university or college;
 - High school or junior high school principal;
 - Lawyer, Commissioner of Oaths, Notary or Justice of the Peace;
 - An individual with a recognized professional designation, e.g., CA, CFA, CGA, CMA, CPA, CHRP, CFP, ACUIC, ACCUD;
 - Qualified librarian.
2. A proctor meeting the criteria outlined above and affiliated with the learner's own credit union may qualify to proctor, however s/he must be an individual to whom the learner has no direct or indirect reporting relationship. There can be no real or perceived benefit to the proctor for the student's successful completion of the exam. Individuals in HR or Training/Development roles are not eligible to act as a proctors.
3. An individual who does not meet the criteria above but has received special approval from Cusource Credit Union Knowledge Network.

Responsibilities of CUIC/CUSOURCE Exam Proctors

1. Reading the Instruction Manual prepared by Dalhousie University containing details about downloading, controlling, administering, and submitting completed exams. The manual will be sent to all proctors approximately one week prior to the exam date. **It is essential that proctors read the Instruction Manual thoroughly** so that any questions may be answered prior to the exam day. Dalhousie University will contact proctors a few days prior to the exam with login credentials and will review the exam download and upload procedures.
2. Posting a sign outside the exam door to indicate that a CUIC/CUDA Exam is in Progress.
3. Seating the examinee(s), reading instructions and remaining in the exam room during the entire exam process.
4. At the end of the exam, uploading/submitting all exams according to the instructions provided by Dalhousie University.
5. Completing and submitting the reports required by Dalhousie University as noted in the information package, relating to irregularities and exam supervision.

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for questions and/or registration information.