

## CAFM Examination – Proctor Instructions

Thank you for accepting the responsibility of proctoring the CAFM examination. Following are the examination instructions that we ask you to follow to ensure the integrity of the CAFM examination and that all candidates are treated appropriately.

The credibility of the CAFM Program strongly relies on the direction and security of the examinations, so we ask that the envelop(s) containing the examination(s) remain(s) in a safe place unopened, until distribution at the examination site.

### **When candidate arrives, please ask him/her to:**

1. Give you their “Letter of Admission” which will confirm the scheduled exam time(s);
2. Show you a picture ID;
3. Sign their name on the attached candidate sign-in sheet. Then you may give them their examination package and copy of the CAFM Examination Rules.

Designate an area outside the room or in the examination room where candidates may leave all books and papers, cell phones and food until handing in their booklets and answer sheets (regular, non-scientific calculators may be used). Candidates have been asked to arrive at the examination site 15 minutes early to sign-in and give you enough time to go over the examination rules if necessary.

Please begin examinations promptly and allow exactly three hours for completion of Part I examination and three hours for the Part II examination, if applicable. Candidates are allowed to make notes on the exams either about calculations or their suggestions about the test itself.

Candidates must put their answer sheet and examination booklets in the envelop provided, sign their name on the line provided, and hand it in to you. After double-checking that all the materials are in the envelope, please seal it and place it in the return envelope.

Place all examination materials in the FedEx envelop provided, and call Federal Express immediately for a pick-up in the U.S. at 1 (800) 238-5355 and in Canada the number is (800) 463-3339 (or place it in a drop box after the exam). It is important that you return the completed examinations on the examination date and not hold on to them!

The success of our CAFM program is directly attributed to the commitment of our proctors. On behalf of NAFA, I would like to thank you again in advance for your support of NAFA and the CAFM examination process!

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