

AMERICAN BOARD OF PEDIATRICS (ABP): Chief Proctor Agreement

The Chief Proctor **is responsible for conducting and handling the examination** in strict compliance with the regulations outlined in the Chief Proctor's Manual. The Chief Proctor is responsible for maintaining the security of the examination material at all times. If, because of illness or an emergency, the Chief Proctor is unable to administer the examination, supervision of the examination should be delegated to a responsible individual with qualifications similar to those of the Chief Proctor. The ABP should be notified immediately by e-mail of any change.

As Chief Proctor I agree to:

1. Become thoroughly familiar with the *Chief Proctor's Manual* and to be responsible for conducting the examination in strict compliance with the manual, including:
 - Verifying that the examination site meets the requirements for good testing;
 - Planning admission and dismissal of examinees to ensure test security, minimum disturbance and adherence to all guidelines;
 - Conducting the examination according to instructions to ensure that every examinee is tested under a uniform set of prescribed conditions;
 - Verifying and documenting irregular behavior by examinees as described under "Irregular Incidents";
2. Bear full responsibility for the security of all test material, including:
 - Preventing the copying or reproduction in any way of the test material.
 - Cheating or giving answers during the examination.

I hereby attest that I will not permit anyone, except for bona fide candidates at the sanctioned time and location, to access the examination questions unless specifically authorized by the ABP. Further, I hereby attest that I will not reveal the nature or content of any question appearing on the examination, or any examination procedures, to any individual or entity, and I will report to the ABP any solicitations or disclosures of which I become aware.

I understand that the examination is owned and copyrighted by the ABP and that the examination questions are confidential and subject to ownership right protection under the law. I agree to cooperate with any security briefing, interview, or investigation conducted by the ABP.

I agree to hold the ABP, its members, officers and agents free from any complaints, claims, and demands for damage or otherwise by reason of any omission or commission that they, or any of them, may take in connection with the administration of this examination, the score(s) on the examination, or any of the reports issued as a result of this examination.

I further understand and acknowledge that participation in this examination in no way provides access to or credit towards the ABP certification process.

Name _____

Testing Day Telephone Number _____

Please provide the complete telephone number (dialing from the US) to contact you during the examination.

E-mail _____ Date _____

This must be the proctor's e-mail address in order for the ABP to communicate with the proctor directly.

I agree to the terms above

Please complete and return form to global@abped.org.

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