LCACP Proctor Procedure

Life Cycle Assessment Certified Practitioner (LCACP) Proctor Procedure

The integrity of the ALCAS/LCANZ Life Cycle Assessment Certified Practitioner (LCACP) certification depends on assuring that the persons taking the exam are those who passed the prerequisites, and that they only use the contents of their minds, not any outside aides to answer the questions. This procedure is written to assure these goals.

1) The proctor should be in the room one-half hour before the exam starts, and should assure that there are enough tables and pencils to supply the number of applicants. The proctor should arrange a backup to permit a break during the exam.

2) The proctor should pass out the exam packets to applicants as they arrive. Each packet goes to a certain applicant. The proctor should verify the identity of the applicant by matching it to the applicant name/picture on the exam packet. In the absence of a picture on the packet, the proctor should examine legal photo identification such as a driver's license or passport.

3) At the time of arrival, the proctor should remind the applicant that no electronic devices are permitted: neither cell phones nor calculator nor any other device. Any such devices should be turned off and held by the proctor for the duration of the exam.

4) Just before the start time of the exam, the proctor should remind the examinees that:
   a. The exam is multiple-choice, with only one correct answer for each question. Incorrect answers lower the grade, so it may be better not to guess.
   b. Examinees may leave the room briefly during the exam, but all exam materials must stay at their place.
   c. There are extra pencils available if needed.
   d. There should be only one person per table.
   e. At the end of the exam, ALL exam documents must be returned to their envelope and turned in to the proctor.

5) During the exam, the proctor should be watching to assure that no ancillary aides are used: if any are used, the applicant must be asked to leave and the proctor must note the problem on the recovered exam packet.

6) When applicants have completed the exam, the proctor should take the exam packet into custody.

7) At the end of the exam period, the proctor should gather all exam materials. They must be returned to IERE personnel for grading. The proctor has to seal all the packets into the provided pre-paid shipping box and arrange postage to IERE.

I have read and understand the proctor procedure.

_____   _____
Name and Signature of the Proctor   Date

_____   _____
Employer   Job Title

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