MEMORANDUM

TO: Vibration Institute Certification Examination Proctors (Invigilators)

FROM: Dave Corelli, Technical Director of Certification

SUBJECT: Proctoring Instructions

The Vibration Institute’s certification program conforms to the International Standard ISO 18436-2 – Condition Monitoring and Diagnostics of Machines – Requirements for Training and Certification of Personnel. Information on exam candidate experience, education, and training is required in this program.

Proctors must be pre-approved by the Vibration Institute prior to the exam date. Please see CF006 for requirements of proctors/invigilators. Note: CF006 is NOT provided with this packet. Contact the Vibration Institute for application as a proctor and a copy of CF006.

Enclosed with this packet you will find the following:
• Proctor (Invigilator) Instructions (VI Instruction CI003)
• Certification Examination Instructions (VI Instructions CI001)
• Approved/Prohibited Items and Calculators for Certification Examinations (VI Instructions CI002)
• Examination Violation Report (CF018)

Read the “Proctor (Invigilator) Instructions” (VI Instruction CI003) carefully and complete and sign the attestation at the end of the document. This document must be returned to the Vibration Institute along with the exams.

Read both the “Certification Examination Instructions (VI Instructions CI001) and the Approved/Prohibited Items and Calculators for Certification Examinations (VI Instructions CI002) prior to the exam session. Additionally, also read these to the candidates prior to them taking the exam and ensure that they are followed.

If you have any questions or concerns, please contact the Vibration Institute immediately at (630) 654-2254

Thank you for your support of the Vibration Institute.

[Signature]

Enclosures
1. The package with the enclosed examinations shall be opened only by the proctor and must be kept in a secure location from the time it is received until the date and time of the examination.

2. The examination package contains:
   - Envelope labeled Proctor Documents, Open and Read This First
   - Certification Examination Instructions
   - Approved/Prohibited Items and Calculators for Certification Examinations
   - Proctor (Invigilators) Instructions
   - Examination Violation Report
   - Sealed examinations (to be opened by exam candidate only)
   - Candidate seating place cards
   - Blank spare Application for Certification of Vibration Analysts (VI Form CF009) form(s)

3. The proctor is responsible for ensuring that the Certification Examination is administered according to Institute policies and procedures in order that the integrity of the examinations to be administered is not compromised. Any proctor who does not follow these procedures exactly as outlined may be banned from proctoring future examinations. A proctor is subject to vibration certification revocation when violations compromise the integrity of an examination. Final decisions regarding penalties for procedural violations will be made by the Executive Director, the Certification Committee Chair, or the Technical Director of Certification of the Vibration Institute. Appeals may be made to the Vibration Institute Board of Directors.

4. Place cards containing the names of the candidates shall be placed in on the tables in the examination room before the candidates are seated. The place cards shall be placed either in alphabetical order or at the discretion of the proctor to prevent cheating.

5. The exam room shall be set up “classroom style” with no more than two candidates seated per six-foot table; or three candidates per eight-foot table. If space allows, additional separation between candidates is preferable.

6. During the examination, all candidates must be facing in the same direction. Candidates shall not be seated facing one another or around a table or in a circle.

7. For any candidate who did not complete the Application for Examination and Certification of Vibration Analysts (VI Form CF009) ahead of time, the form shall be completed and collected prior to the start of the examination. Note: The examination is not valid unless the candidate meets the minimum ISO requirements and the application is approved by VI.

8. Before sealed examinations can be distributed, you the proctor must verify the prohibited item policies and procedures have been met by all candidates taking the exam.

9. Each sealed examination envelope with the name of a candidate and examination number is to be given only to that candidate after identity per VI policy. Unidentified applicants will not be given an examination.

10. If, for any reason, there is no examination provided by the Institute for a person at the examination site, the proctor may substitute an unused examination (if available) provided the person to be examined confirms identity and places his/her name on the examination envelope in ink in the presence of the proctor. Before an unused
examination can be assigned to a different candidate than it was originally intended, the proctor must verify the absence of the original candidate. If this cannot be verified, the examination may not be reassigned. If no unused examination is available, the person will not be able to take an examination at that site. Under no circumstances is the proctor or anyone else authorized to copy an examination. Unauthorized copying of an examination will result in disqualification and loss of certification for the candidate and sanctions against the exam proctor. Furthermore, copying of an exam is a violation of VI copyright and may be subject to legal action.
11. Under no circumstances whatsoever shall the proctor read, view, or copy any examination or any portion of it.

12. The proctor shall remain in the examination room except for brief, necessary toilet (water closet) use.

13. Examination envelopes must be kept in a locked and secure location from the time the examination ends until they are returned to the Vibration Institute. **Examination packets should be returned to the Institute within two (2) business days of the examination date via traceable mail service.**

14. Unless a proctor is returning the examination envelopes to the Vibration Institute in person, the proctor shall return the examination envelopes to the Vibration Institute as follows:

   - **U.S. examinations** – The proctor will place all envelopes in a courier or common carrier envelope/box and return it via traceable mail according to instructions provided by the Vibration Institute.
   - **International examinations** - The proctor shall return the envelopes via traceable mail and by the most practical means available as agreed upon with the Vibration Institute.

15. Collaborations with other candidates or any other unethical behavior on a certification examination will not be tolerated. If the proctor conclusively observes or suspects that a candidate is engaging in unethical behavior, the proctor must document the event using the enclosed Examination Violation Report and return it to VI along with the exams. Random examination surveillance of candidates and proctors will be performed to ensure processes and procedures are being followed and adhered to.

_I have read and understand the Proctor (Invigilator) Instructions and agree to execute them as stated. I understand that failure to follow these instructions may result in my losing authorization to serve as a proctor and revocation of my certification._

Signature: __________________________ Date: __________________________

Print Name: __________________________

Examination Location: __________________________ Exam Date: __________________________
1. All candidates are required to bring a government issued photo ID for identification purposes. Substitute ID situations include only persons with whom the proctor personally knows, such as a co-worker, or those candidates who have a company-issued photo ID and the exam is taking place on the premises of said company. If a candidate’s identification cannot be verified, the candidate will not be allowed to take the examination.

2. Candidates will have a pre-assigned seat in the examination room and must sit in their assigned seat.

3. Candidates will be allowed the following amount of time to complete an examination;
   a. Category I Vibration 2 hours
   b. Category II Vibration 3 hours
   c. Category III Vibration 4 hours
   d. Category IV Vibration 5 hours

4. Should a candidate arrive late, they will be allowed to take the examination, however, the end time for their exam shall be coincident with the end time for the rest of the group. At the sole discretion of the proctor, the end time of the late arriving candidate’s exam may be extended to allow the full testing time normally allotted for the examination. If this is done, the total time for other candidates shall not to be extended.

5. All materials other than approved items, see “Approved/Prohibited Items and Calculators for Certification Examinations”, are to be secured and unavailable during the exam.

6. All cell/smart phones, wearable technology (e.g., Apple Watch, Google Glass, etc.) and similar devices with any form of contact capability or Internet access must be silenced or turned off and secured prior to the examination. Use of these devices, including phone calls, during an examination shall result in immediate disqualification. It is recommended that smart phones be powered down and placed face down on the table or stowed prior to starting the exam.

7. Candidates will open the examination envelope only after instructed to do so by the proctor and are to be opened only by the candidate whose name is on the envelope. Under no circumstances shall the proctor open an examination envelope.

8. Once the test envelopes are opened, the proctor cannot answer any questions other than to restate the examination instructions. If English is not a candidate’s first language, they may use a printed dual language dictionary and have extra time for completion of the examination. Please advise the VI staff in advance of the examination if you will be using a dual language dictionary. The proctor will review the dictionary in advance of the start of the exam.

9. Equation sheets are provided at the end of your examination. These pages may be removed from the exam for ease of use during the exam but the examination shall not be unstapled. Equation sheets must be returned in the exam envelope at the conclusion of the exam.

10. All calculations are to be made directly on the examination and/or equation pages included with the exam. Scratch paper will not be provided and shall not to be used during an exam. If additional space is needed, the applicant may use the back side of the examination pages.
11. Read the entire question slowly and carefully before you select the one best answer to a question.

12. If “bubble” style answer sheets are included with your exam, mark your answers on the bubble sheet with a #2 pencil. Instructions on the use of bubble sheets are included with the exam.
13. For exams without bubble answer sheets, circle your answer on the exam in pen. If you need to change an answer, circle your other choice and put your initials by the answer you believe to be correct.

14. Examinees are permitted to leave the examination room, **one at a time**, for brief, necessary toilet (water closet) use. Before leaving the examination room, exams shall be placed face-down on the table and covering the “bubble” sheet, if you have one. **Note: Leaving the room with a cell phone or other electronic device will result in immediate disqualification.**

15. Upon completion of the examination, **which includes signing the attestation included in the exam**, insert the complete examination package that includes: the exam, equation sheets, and bubble answer sheet (if you have one) into the inner envelope provided. **Seal the inner envelope and sign it over the sealed flap.** Place the inner envelope in the original envelope, and return it to the proctor. The proctor shall ask the candidate if this has been done when the examination envelope is returned. If it has not been done, the proctor will instruct the candidate to carry out the procedure. **Note: If equation sheets are not included, the examination will be disqualified.**

16. Should a candidate not show up to take the examination, a $50 administrative fee will be charged unless written cancellation is received at the Vibration Institute office at least five (5) business days prior to the examination date.

17. Unethical behavior on a certification examination will not be tolerated. If the proctor either conclusively observes or suspects that an examinee is violating these instructions, the proctor must document the event using an “Examination Violation Report”, Form CF018, and report it to the Vibration Institute. If the Vibration Institute determines that unethical behavior has occurred, the examinee’s examination results will be disqualified. Additionally, the examinee will be barred from taking any certification examination for a minimum period of one year. After this period, the examinee may apply for re-examination; however, the application must be approved by the Executive Director, Certification Committee Chair, or Technical Director of Certification of the Vibration Institute.

18. Successful examinees who send a photo in a JPG format by e-mail to information@vi-institute.org to the Vibration Institute will receive a photo ID certification card. **Note: This is free for VI members and $25 for non-members.**

If you are unable to take an examination due to circumstances beyond your control, please notify the Vibration Institute at:
Phone: (630) 654-2254
Fax: (630) 654-2271
E-mail: information@vi-institute.org
Approved/Prohibited Items and Calculators for Certification Examinations

**Approved Items:** Candidates may bring any of the following items for use during the examination:

- Pen
- Pencil
- Ruler
- Straight edge
- Protractor
- Parallel rule
- Acceptable calculators

**Dictionary:** In consideration for the difficulties involved in taking an examination in a foreign language, a printed dual-language dictionary may be used for assistance in translation. The dictionary shall not contain equations, tables, conversions, or other similar content and must be reviewed by the exam proctor (invigilator) prior to the examination.

**Acceptable Calculators:** While the Vibration Institute does not have an approved calculator list, the following guidelines shall be followed by candidates:

- The unit shall be a stand-alone calculator.
- The examinee shall not use any pre-programmed equations in the calculator.
- No calculator shall be used that has any type of communications or text-editing capability, including calculators on a smartphone.
- No calculator shall be used that may compromise the security of the examination in any way.

It is the responsibility of the candidates that they use approved calculators. Anyone using a calculator that violates any of the above guidelines, will be deemed as not following procedures and their examination will be disqualified.

**Prohibited Items:** The following items are prohibited and must be inaccessible and not used during the examination:

- Scratch paper or graph paper (except as provided in the examination packet);
- Books or reference materials;
- Computers, tablets, cell/smart phones, wearable technology (e.g., Apple Watch, Google Glass, etc.) and all similar devices;
- Recorders (audio, video, or still image), cameras, music players of any sort, headphones, earbuds, or other listening device may not be used or worn during an exam;
- Any other device that allows any type communication, texting, or Internet access;
- All electronic devices must be turned off and stowed and/or secured.

**Cell Phones and Phone Calls:** Cell phones and phone calls are prohibited during the exam. Anyone taking a
call for any reason will not be allowed to finish the examination and their examination will be disqualified.
EXAMINATION VIOLATION REPORT

1. Candidate Name:__________________________ Date:__________________________
2. Company:______________________________________________________________
3. Address:________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
4. Examination Number:______________________________________________________
5. Examination Location:______________________________________________________
6. Proctor: _________________________________________________________________
7. Nature of the Complaint:____________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
8. Description of Evidence: ____________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
9. Signature of Person Issuing the Complaint____________________________________
10. Action of Chair of Certification: _____________________________________________
    __________________________________________________________________________
11. Signature:__________________________ Date:__________________________