



NC DEPARTMENT OF
INSURANCE
OFFICE OF STATE FIRE MARSHAL

Proctor Checklist for Testing

Prior to Exam

- Collect all cell phones, smart watches, or personal computing devices
- Receive and review the Skills Checkoff Sheet
- Ensure that students for testing have all skills completed and instructor signed off on skills
- Check student IDs to confirm identity
- Sign the Skills Checkoff Sheet in the Proctor Verification location

Written Exam

- Candidates must be seated one foot apart from each other.
- Fill out the candidate's information on the response sheet.
- There are _____ questions on the exam and you have _____ minutes to complete it.
- You must make a 70% for a passing score.
- Any candidate receiving less than a 70% grade will be notified by the local delivery agency and allowed to retest once more at the local delivery agency.
- No talking during the exam and no cheating allowed. This will cause you to receive a failing score.
- Should you have a question about an exam question, raise your hand, I will come to you and can only read the question a loud to you.
- There is only one correct answer for each question. Unmarked and/or two marked answers will be counted wrong.
- If you want to change your marked answer, completely erase, or if you are using an ink pen, put an X through the one you want change and mark your other choice.
- Once you complete the exam, turn in both the exam and the response sheet and you can either leave the room or remain at your seat quietly.