

ANCB Policy On Proctored Exams



ANCB now offers certification candidates the option of taking the national certification exams with a local proctor. To take advantage of this service, please read this policy carefully.

Locating a Potential Proctor

It is the responsibility of the certification candidate to locate a potential examination proctor. ANCB suggests contacting your local public library or community college to see if they offer such a service.

101 East Broadway
Suite 415
Missoula, MT 59802
406-543-6154
www.ancb.net

Examination proctors must be both objective and independent. Candidates may not use a personal friend or acquaintance as a proctor. Librarians and college professors are examples of good potential proctors.

Confirming the Proctor

Once a potential proctor has been identified, the certification candidate forwards their contact information to ANCB. ANCB then contacts the proctor to review our examination protocol and determine the suitability of the proctor and facility. ANCB will make all final decisions on the suitability of a potential proctor.

Scheduling the Exam

Once the proctor has been accepted, the exam candidate may schedule the exam date for any time that is mutually convenient for them and the proctor. The candidate then notifies ANCB of their exam date. Once this date is confirmed, it may not be changed.

Taking the Exam

ANCB ships the exam materials directly to the proctor approximately one week before the exam is scheduled, and includes a pre-paid envelope for return shipping. ANCB must receive the exam materials back from the proctor within one week of the exam date. Exams will be graded within one week of their receipt by ANCB.

Proctor Fees

ANCB charges an additional \$100 fee to cover shipping and administrative costs. Thus, the total of examination and proctor fees is \$695.00 per exam. The total amount is due at the time of application, or when the decision to use a local proctor is made.

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