

PROCTOR INSTRUCTIONS

- Unless an individual has demonstrated proficiency and meets the vision standards, the examination will not be administered.
 - A “Certificate Qualification Statement” from the employer is sufficient for this purpose.
 - A certified observer may also sign the examinee answer sheet to indicate that the demonstrated proficiency of the examinee is satisfactory.
 - Demonstrated proficiency may also be made to the proctor if the proctor is certified. In this case, the proctor’s certificate number is required.
- Collect any “Certificate Qualification Statements.”
- All examinations are to be taken closed book.
- Blank observation form and scratch paper are permissible. Form and scratch paper will be turned over to the proctor at completion of the examination.
- There is a 2 hour time limit for surface and upper air exams and a 1 hour time limit for Tower Visibility exams.
- Examinations will be completed in one sitting.
- Use multiple examinations when more than one person is being tested.
- Each person taking an examination must show a picture identification unless the proctor knows the individual, i.e., make sure the person taking the examination “is who they say they are.”
- Ask each examinee if they have ever taken this examination or another NWS aviation test before.
 - If an examination has been taken during the past two weeks, do NOT administer the examination.
- Instruct the examinee to place a circle around the selected answer.
- Ensure each answer sheet is properly completed.
 - The name of the examinee will be printed as it will appear on the observing certificate.
 - The Test Series is either 2000(1), 2000(2), 2000(3), etc.
 - Station name is to be complete.
 - Four-letter station identifier is not sufficient; include the type (SAWRS, LAWRS, etc.), name, city, and state.
 - If multiple locations, make sure this information is included.
 - Ensure the “date” of the examination is complete. This is necessary as a record to determine when another examination can be administered.
- Persons taking the examinations will not be allowed assistance during the examination except to possibly clarify a question’s intent.
 - The clarification must be accurate and not mislead the examinee.
 - The discussion will be in such a manner not to divulge the answer.
 - Discussion of the questions after the examination is not permitted.
 - Remember, keep in mind the purpose of the examination is certification rather than training.
- The proctor will sign the answer sheet whether the examinee passed or failed.