



JEWELERS OF AMERICA

Certification Program Proctor Verification Form

Total Time for the Professional Certification Exam Process

The candidate has two hours to complete one exam level or a total of four hours if testing for both levels of certification. The proctor monitors the actual hours of testing and records them on the Time Chart. **Due to social distancing regulations related to the COVID-19 pandemic, designated proctors are not required to be present during testing. The designated proctor must be an employee of a Jewelers of America Member store.*

Your responsibilities as a JA Certification Exam Proctor are to:

- Verify certification candidate identification prior to the exam.
- Receive the exam password and instructions from Jewelers of America and keep them in a secure place.
- Confirm date and time candidate is taking exam.
- Distribute the proper password to unlock the exam and do not reveal the password to the candidate prior to sitting this exam.
- Verify that the student properly logged in.
- Confirm that no instructional materials or other aids were present in the testing area.
- Confirm that the candidate did not receive assistance during the exam.
- Ensure that the exam is completed within the two-hour time limit for each level.
- Record the start and end times for each session on the Time Chart.
- Report any violations to the JA Membership Department.
- Sign this Proctor Verification Form once the exam has been completed.

I verify that I have met the requirements for being a proctor and that I have read, understood, and carried out the requirements outlined above.

As proctor, I declare that I have completed my responsibilities as listed above.

PROCTOR NAME/TITLE: _____

SIGNATURE: _____

DATE OF EXAM: _____

CERTIFICATION CANDIDATE NAME: _____