



On-line Operator Qualification Program Examinee Agreement Sign-in Sheet

Host Site Name _____

Test Location (Street) _____ (City/State) _____ (Zip) _____

Examinees' Site Rep. _____
(Signature Required) (Print Name) (Company Affiliation)

Lead Proctor _____
(Signature Required) (Print Name) (Company Affiliation)

Monitor Proctor _____
(Signature Required) (Print Name) (Company Affiliation)

Testing Date _____ Start Time _____ End Time _____ **ITS Evaluation Report**
(First Test) (Last Test) (NGA Proctor Rec'd ITS Report)

By signing below, I acknowledge the NGA OQ Examinee Agreement and received a copy of the agreement:

	Print Name	Signature Required	Gov't. Photo ID Proctor Verified Initial Box	Company Affiliation
1				
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NGA OQ Examinee Agreement

Any violation of this Examinee Agreement shall result, at a minimum, in the revocation of the Examinee's NGA OQ accreditation and credentials. Further, if NGA concludes that multiple Examinees have violated this agreement simultaneously, all Examinees in that examination session may be subject to revocation of their OQ accreditation as well.

Acknowledgements in this agreement shall not take precedence over a Bargaining Unit's company agreement. In signing the Examinee Sign-in sheet, Examinees and other participating individuals acknowledge the following:

Please read the following acknowledgements carefully before signing-in and taking this examination:

1. I acknowledge that the Proctor has verified my identity using my government issued photo I.D. and will follow all Proctor Classroom Instructions and Handout.
2. I acknowledge that I have not viewed or had access to any examination materials (e.g., test questions and/or answers).
3. I acknowledge that I will not have any devices such as a cell phone, laptop, iPod, tablet, pager, watch, camera or other personal electronic devices in my possession during testing.
4. I acknowledge that I will not leave any personal items on my Examinee's desk.
5. I acknowledge I have not brought in any writing utensils or paper into the test classroom.
6. I acknowledge that I will not assist other examinees with interpreting or answering any question on the examination, and that my work is entirely my own.
7. I acknowledge that I will not use any online content, electronic files, or other items that may assist me with answering test questions.
8. I acknowledge that I will leave the examination area with only those items I brought in.
9. I acknowledge that I will not leave the examination area before completing the exam unless directed by the Proctor for an emergency.
10. I acknowledge that I will not electronically or otherwise copy and/or distribute any examination material to any external source (cloud accounts, email, flash drives, external disk drives, printers, screenshots, pictures, etc.). I understand that this may be considered theft of intellectual property which could involve, but not limited to, the levy of criminal charges, recovery of all associated replacement and recovery costs, reimbursement of all federal and state regulatory violation fines, loss of any revenue, and deformation of the OQ program's branding. **Any potential punitive action will be consistent and within the limits of a Bargaining Unit's company agreement.**
11. I acknowledge that if I become aware of any violation of this agreement by any Examinee, I will promptly report their actions to the NGA Proctor of this examination, or a NGA OQ authorized representative.

[A copy of this agreement will be provided to you.]