

Test Proctor

Policy

Individual tester is responsible for using an approved proctor or securing a “defensible” proctor. Defensible means the proctor can administer the exam without bias. Tester is accountable for using a defensible proctor. All certification testing will online, hard copy paper tests will only be considered only if there are circumstances that require hard copy testing.

Unacceptable proctors include family members, friends, subordinates, and employees.

Acceptable proctors include supervisors, military officers or NCOs, librarians, teachers, and school officials to name a few.

AALSSC will conduct random proctor audits to verify proctor identified during registration actually proctored the exam and is unbiased to the outcome. If either a tester entered fraudulent proctor information or it is determined the proctor was biased (or otherwise not defensible) the individual’s certification will be rescinded without refund. Tester can submit a formal complaint if he/she disagrees with the audit’s findings by following the complaint process.

Procedure

1. Prior to registering for exam; tester will find an acceptable proctor, coordinate exam time, and location. Additionally, tester will provide proctor with “proctor policy and procedures” if necessary.
2. When registering for exam tester will enter the name, title, and contact information of proctor.
3. Tester confirms proctor is present just prior to beginning certification test.
4. Proctor reads statements and tester begins test.
5. Tester completes exam in the presence of the proctor.
6. Proctor destroys scratch paper used during the exam.

Lean Six Sigma Certification Exam – Proctor Responsibilities

Tester identification statement: I have met, in person, with the tester(s) named on this form and I agree to proctor the examination. I agree to verify the tester’s identification (ID) prior to exam.

Non-Disclosure statement: I certify that I will not discuss any questions I may see on exam, nor will I reveal the name of tester or result of exam to anyone not affiliated with AALSSC.

Conflict of interest statement: I certify there is NOT a conflict of interest between the test taker and myself that would interfere with me serving as proctor. If a situation arises where it is unclear as to whether a conflict of interest exists, I shall immediately notify AALSSC’s director of certification.

Testing location statement: I will provide a quiet, distraction-free location in which the tester may take the exam, and I will make basic equipment (i.e. desk, chair) and materials available to take the exam. I will remain in the exam room or in a nearby area during the testing process.

American Association for Lean Six Sigma Certification

Certification statement: I certify that the information provided to AALSSC is true and correct; and I understand that inaccurate or misleading information may affect the tester's certification status.

If you have not done so already, please email certification@aalssc.org attesting that you will follow the proctor responsibilities.

Please collect and destroy any scratch paper used during test.

Please Read the Following to Tester(s)

1. “You have 1 hour and 30 minutes to complete the Lean Six Sigma Green Belt exam”
or “You have 2 hours and 30 minutes to complete the Lean Six Sigma Black Belt exam”
 2. “This is an open book, open notes exam and you are permitted to use calculator”
 3. “You are forbidden from communicating with other testers or talking/texting on phones or other devices. If I suspect you were cheating in any way, I will report any irregularity to AALSSC for investigation.”
 4. “If exam is interrupted for any reason, such as power outage, emergency, medical condition, etc., I will annotate the time to ensure you are given full remaining time when interruption is over. If you cannot finish the exam AALSSC will coordinate with you to either resume or re-take exam”
 5. “You are permitted to use scratch paper.”
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For tester

1. Prior to test day go to aalssc.org/get-certified and select “apply online” (step 3)
2. When ready to test
 1. Arrange desk with notes and books
 2. Open internet browser – Firefox and Chrome work well, do NOT use Explorer
 3. Open aalssc.org/get-certified
 4. Scroll to bottom of the page and select “Pay for and complete test” (step 4)
 5. Enter information and pay for test using credit card, debit card, or entering coupon code - submit
 6. BEFORE clicking on link to test **write down password**

Password: _____

7. Click on link to test
 8. Answer pre-test proctor question and enter password
 9. When you click on submit, the test begins immediately - be ready.
3. Test begins (90 minutes)
 - Questions cannot be left blank, use check box to highlight questions for later review
 - You will have opportunity to review/change any and all answers prior to final submission