

### **SFA Test Administrator Application Guidelines**

- (1) The test administrator must provide a copy of his/her official certificate confirming his/her formal qualification as a public school teacher, college or university professor, librarian, or clergy. Attach the copy to this application.
- (2) The test administrator must not be the test-taker's employer or co-worker and must not have any vested interest in the outcome of the examination process.
- (3) The test administrator and test-taker must agree on a location and set a firm date for the examination. The location may be any mutually agreed-upon location that provides a suitable setting in which to take a written examination, including adequate privacy and quiet.
- (4) Following completion of number 1 and number 3 above, the test administrator must complete, sign, and date this application, then give the completed application and the required certificate to the test-taker. (The test-taker will staple the certificate to the application and mail or ship them to SFA headquarters.)
- (5) On examination day, the test administrator must see the test-taker's driver's license (or other official government-issued picture identification card) before administering the examination.
- (6) When the test is given, the test-taker should be allowed up to two hours to complete the work. The entire test must be given at one sitting.
- (7) It is permissible for the test administrator to delegate the task of sitting with the test-taker to a qualified subordinate -- so long as the test administrator takes full responsibility for ensuring that the test is administered properly. For example, a college professor may delegate the task to a secretary or graduate student of the professor retains full responsibility for guaranteeing that the examination is constantly and effectively proctored. The test-taker must be physically proctored at all times during the examination. The actual test administrator is the only person who needs to sign this application (not the subordinate, if any, who will be delegated the task of sitting with the test-taker).
- (8) On examination day, if the test-taker brings copies of his/her CPR and first aid cards, include them with the completed examination when you ship it back to SFA headquarters.
- (9) After the test is completed, the test administrator must seal it in a pre-paid package, which will be provided by SFA, and ship it promptly to SFA headquarters.

### **SFA Test Administrator Agreement**

I have no vested interest in the test-taker's passing this examination. I have represented my employment position accurately and honestly; I understand that SFA may verify the employment position information I have provided above. I agree to administer the SFA examination to the authorized individual in a private, appropriate setting with supervision to ensure that no notes, open books, or other memory aid materials are utilized by the test-taker during the test. I agree not to allow the test-taker to view any portion of the test prior to taking it. I agree not to allow any other person to view any portion of the test at any time. I agree not to allow any copy or copies of the test to be made. I agree to handle all testing materials according to SFA instructions and to return those materials to SFA promptly, according to SFA instructions, following completion of the test. If there is any fee levied by me for this service, it is collectible solely from the test-taker, not from SFA.

Signature of test administrator \_\_\_\_\_ Date \_\_\_\_\_