



NHICC



Examination & Proctoring Policy

THE NATIONAL HOME INSPECTOR EXAM PROCESS

The National Home Inspection Certification Council Exam is mainly a computer based online exam accessible through the Internet. The exam must be supervised by someone who acts as a proctor.

WHO CAN PROCTOR YOUR EXAM?

THE NHICC Home Inspection Certification Exam must be supervised by a responsible professional.

It is the Candidate's responsibility to find a suitable proctor to supervise the exam. The proctor must be approved by the NHICC Certification Council prior to writing/taking the exam. The ideal setting for the proctored exam is to seek a "test centre" such as at a local community college or library in your area.

An examination proctor is a responsible individual who is **NOT a relative, close friend, coach, or direct supervisor of the Candidate.** If your workplace has a training program then one of the trainers can serve as a proctor as long as that person is not a close friend, relative, coach, or direct supervisor.

Suggested contacts for proctors include local high school teacher, college instructors, librarian, school superintendent, principal, counsellor, public librarian, education officer and hospital educator. If your workplace has a training department or training centre you can take the test there or if there is a Human Resource (HR) department at your workplace (and you do not work for HR) you can ask someone in HR to administer the exam for you.

Many people will agree to act as proctor for no charge but the student should be prepared to pay for a prospective proctor if it is required. It is the Candidate's responsibility to pay for or find another proctor.

PLEASE make sure you get the following information from your proctor, as you will be required to fill out the Online Proctor Form.

First and Last Name of Proctor*

The proctor's job title/position

Proctor's E-mail address and Phone Number

Name of the place of Business

Mailing Address (department, room number, street address, city, province, and postal code)

REQUESTING YOUR EXAM

After you have set up a proctor, and when you are ready to take a proctored exam, contact the National Home Inspectors Certification Council and complete the request an exam form (Page 2 and 3 of this document).

E-mail is the best way to contact us. info@nationalhomeinspector.org

DETAILS OF THE NATIONAL EXAM

The exam is a 2 1/2 hour closed book exam. The exam is primarily multiple choice questions with 4 defect recognition photos to test your inspection observation and reporting skills.

You should schedule your exam as soon as you are ready and must have pre-arranged an approved proctor. An examination fee of \$169.50 (includes HST) will have to be paid prior to writing the exam.



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In order to successfully pass the national exam a passing score of 70% or greater is required. Alberta Home Inspector regulations require 80% or better.

Where a paper-based exam is allowed, special conditions must be guaranteed by the “proctor” for the integrity of the examination. After you have taken the exam the proctor must e-mail the exam to the NHICC (ASAP) after the exam is completed. The NHICC will confirm when they have received it.

If the exam does not arrive via e-mail or if it is in an incompatible format then the proctor must contact the NHICC. It is the proctor's responsibility to mail the test material.

THIS PAGE & THE NEXT MUST BE COMPLETED & SUBMITTED TO THE NHICC

STUDENT INFORMATION

Candidate Name: _____

Proctored - National Home Inspection Certification Exam

Exam Date & Time*: _____

Proctor's Name: _____

Telephone: _____

Title: _____

Company: _____

Street Address: _____

(no P.O. Boxes please)

City/Prov-State/Code-Zip: _____

Relationship to Student: _____

(e.g., manager, training director)

TERMS OF AGREEMENT:

By signing this agreement both the Candidate and the Proctor agree to adhere to the following conditions:

- Under no circumstances should the Exam Questionnaire be copied or retained in any form.
- The Candidate is allowed a maximum of 150 minutes to complete the Exam.
- The Candidate may not refer to any reference materials, books, manuals, notes, etc. during the Exam.
- The Proctor may not help the Candidate interpret exam questions or provide any assistance after the exam has started, other than proper supervision of the exam.
- The Exam must be given in a quiet location where the Candidate will not be distracted or interrupted.
- The Candidate is permitted to washroom breaks, if required.
- The Candidate may bring a alcohol free beverage, if permitted in the exam centre.

NOTE: The NHICC reserves the right* to accept or reject any proctor.



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PROCTOR ACCEPTANCE FORM

I agree to serve as Proctor for the examination of the Candidate listed below. An examination proctor is a responsible individual who is NOT a relative, close friend, coach, or direct supervisor of the Candidate.

I officially state that I am not connected to the Candidate as noted above and have read and do understand the required terms and conditions of the stated agreement, which includes the Terms of Agreement noted on page 2.

Candidate Name: _____

Proctor: (please print)

Name: _____

Address _____

City _____ Province _____ Postal Code _____

Contact Phone Number _____

Email Contact _____

Educational and Work Background: (Note below)

The exam is a timed, closed book exam 2 1/2 hours in length and must be administered in one sitting. It is also imperative that you are able to be present for the entire exam. The exam cannot be started or given to the Candidate prior to the scheduled start time. The exam start time is time sensitive.

The exam must not be duplicated or copied under any circumstances.

Note for all exams:

Failure to abide by all proctoring procedures could result in an invalid exam for the Candidate.

I have briefly explained what is expected of a proctor and certify that the Candidate listed above is not related to me.

Proctor Signature _____ Date _____