



PROCTOR MANUAL

Exercise Oncology Instructor™ Certification

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Proctor Manual

This manual has been meticulously crafted to provide detailed guidance and instructions for proctors, and administrators responsible for ensuring the integrity and fairness of the certification examination process. The Exercise Oncology Instructor™ (EOI) Certification Exam is a crucial step in validating the knowledge and expertise of professionals seeking to make a positive impact on the lives of individuals facing the challenges of cancer and its treatment.

This certification holds significant importance in the field of exercise oncology, as it empowers qualified individuals to play a vital role in enhancing the well-being of cancer patients and survivors through exercise and physical activity programs. It is incumbent upon us to maintain the highest standards of examination administration to ensure that only qualified and capable individuals receive this certification.

In this manual, you will find comprehensive guidelines and procedures designed to uphold the credibility of the EOI Certification Exam. Proctors and administrators are entrusted with the responsibility of safeguarding the exam's fairness, security, and integrity, and this manual serves as a valuable resource to fulfill that mission.

Key topics covered in this manual include:

1. **Candidate Verification:** Procedures to confirm the identity of candidates and ensure they meet eligibility requirements.
2. **Exam Administration Procedures:** Guidance on administering the exam in a remote online proctoring format.
3. **Exam Content Security:** Measures to protect the confidentiality and integrity of exam questions and materials.
4. **Exam Time Limit:** Information on time constraints and how to enforce them consistently.
5. **Candidate Conduct:** Expectations regarding ethical behavior and conduct during the exam.
6. **Exam Completion and Submission:** Instructions for candidates to complete the exam and submit their responses.
7. **Results and Certification:** Procedures for processing exam results and awarding the EOI Certification.

As stewards of this certification process, we understand the importance of maintaining rigorous standards. By following the guidelines outlined in this manual, we contribute to the assurance that individuals who earn the EOI Certification have demonstrated the necessary knowledge, skills, and commitment to positively impact the lives of cancer patients and survivors through exercise.

Examination Administration Procedures

Standardized examination administration procedures are designed to ensure the fair and secure administration of the MTCA EOI certification exam. These procedures are crucial for maintaining the integrity and credibility of the certification process.

1. Candidate Verification

a. Registration:

- i. Candidates must register and pay for the exam through www.mapletreecanceralliance.org/get-certified.
- ii. Upon successful registration, candidates will receive a confirmation email containing important details, including the access instructions for the exam.

- b. *Taking the Exam:*
 - i. When the candidate is ready to begin the exam, they will click “Start Exam” in their MTCA EOI profile
 - ii. A Live Remote Proctor will greet the candidate and supply them with a link to connect to the cell phone webcam
 - c. *Identity Verification:*
 - i. Candidates must provide a government-issued photo ID (e.g., driver’s license, passport) that matches the name used for registration, as well as a valid CPR/AED certification.
 - ii. The proctor will verify the candidate’s identity by comparing the ID with the registration information.
 - d. *Live Remote Proctoring:*
 - i. A trained proctor will visually verify the candidate’s identity through a cell phone webcam before the exam begins.
 - ii. The proctor will ask the candidate to show their ID and CPR/AED certification on camera to confirm their identity, and check their surroundings to ensure no unauthorized materials are present.
 - iii. The proctor will provide the candidate with the link to begin the exam
2. **Examination Delivery**
 - a. Candidates will take the exam from their own location using a computer with a stable internet connection.
 - b. Remote proctors will monitor candidates through cell phone webcam technology.
 3. **Examination Content Security**
 - a. To maintain the security of exam content, questions are randomized to reduce the risk of cheating.
 - b. All electronic exam materials are encrypted and stored securely.
 4. **Exam Time Limit**
 - a. Candidates will be informed of the two hour time limit for completing the exam.
 - b. Strict adherence to the time limit will be enforced to maintain the fairness of the examination process.
 5. **Candidate Conduct**
 - a. Candidates are expected to adhere to a code of conduct that includes prohibitions against cheating, plagiarism, and any form of academic dishonesty.
 - b. Any suspicious behavior will be reported and investigated.
 6. **Exam Completion and Submission**
 - a. Once candidates have completed the exam, they will submit their responses through the platform.
 7. **Results and Certification**
 - a. Examination results will be processed according to established procedures, and successful candidates will receive their Exercise Oncology Instructor certification via download.

These standardized examination administration procedures are designed to maintain the integrity and fairness of the certification process for Exercise Oncology Instructors. Exam administrators and proctors are trained in these procedures to ensure consistent and secure exam administration. Additionally, candidates are informed of these procedures in advance to ensure a smooth examination experience.

Testing Policies and Procedures

Maple Tree Cancer Alliance contracts with MonitorEDU, an independent testing vendor. The proctors of the EOI certification exam have received adequate training, are able to manage irregularities and document details as needed for an investigation, provide approved accommodations, and abide by administration procedures provided by MTCA. Proctors of the EOI

certification exam do not have a conflict of interest or vested interest in the outcome of the exam. The EOI certification exam may only be delivered via MonitorEDU using computer-based testing with cell phone webcam technology. The exam will not be delivered by MTCA employees or certification board members, nor will it be delivered in a paper and hand-scored format. MonitorEDU provides the administration of the EOI exam under secure and confidential protocols that restrict access to exam content to authorized individuals throughout the exam storage, conveyance, administration, and disposal.

All candidates for the EOI exam will be held accountable for their behavior before, during, and after the examination administration. All candidates must abide by the Testing Rules of Conduct for remote online proctoring, described below:

Testing Rules of Conduct

Each candidate completing their exam via Live Remote Proctoring must abide by the following MTCA Testing Rules of Conduct:

- All exams must be completed within a single, continuous session. Candidates may not stop their exam administration and return to review their answers or continue the exam(s) at a later date or time. There will be no breaks permitted. If you leave the testing space during your 2-hour exam, you will forfeit your exam attempt.
- You are required to be in a private testing space. There cannot be any other people in the testing space at any time, including children.
- Your testing space must be clear and free of any items, including but not limited to: electronic tablets, electronic readers, cameras, MP3 players, pagers, radios, watches, electronic translators, calculators, and all other electronic devices. The only devices allowed are the computer, which you will be using to take the examination, and the cell phone, which will be used as a webcam device. All browsers and applications, other than the testing browser, must be closed.
- No reference books are allowed during any MTCA examination administration. Such material or any other papers may not be brought into the testing space.
- You will be required to be on-camera with a live remote proctor for the full duration of your exam.
- No smoking, eating, or drinking will be allowed during the examination.
- The proctor will not answer any questions pertaining to the examination content.
- Copying or communicating examination content is a violation of security policy. Either one may result in the disqualification of examination results and may lead to legal action.
- During the examination, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. You shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.

All candidates must have their identification verified with a valid and current government-issued photo identification before entering the examination room. Proctors are required to verify the candidate's identity as a condition of the candidate's admittance to the exam. Candidates are also required to provide a current CPR/AED certification card with hands-on practical to take the EOI exam. The proctor will only allow the individual named on the exam registration roster into the examination. Proctors of the EOI certification exam do not have a conflict of interest or vested interest in the outcome of the exam, ensuring comparable exam conditions for all candidates and promoting the validity of scores. Exam administration personnel are expected to follow all guidelines of exam delivery established by MTCA, found in the Exam Registration section of the Exam Candidate Handbook. Proctors must confirm the candidate's identity using a photo identification; be certain the candidate does not receive any outside assistance and follow the testing rules of conduct; and remain in the presence of the candidate for the entire duration of the exam.

Administration of Exams by Proctors

Maple Tree Cancer Alliance contracts with MonitorEDU, an independent testing vendor. The proctors of the EOI certification exam have received adequate training, are able to manage irregularities and document details as needed for an investigation, provide the approved accommodations, and abide by administration procedures provided by Maple Tree Cancer Alliance. The proctors of the EOI examination follow the steps below to ensure item and examination security:

1. **Verification of candidate identification:** Proctors are required to adhere to MTCA's identification requirements, which include verifying the name on the candidate's ID matches the name on the testing roster.
2. **Check-in process:** Proctors are required to adhere to MTCA's test taking policies, which include checking the candidate's surroundings via Live Remote Proctoring on the cell phone webcam. This ensures that the candidate is not using their cell phone during the exam and does not have any prohibited items in their testing area.
3. **Access to exam:** Proctors are required to only allow verified candidates to take the EOI exam. The proctors of the exam must safeguard the access to the EOI exam and not share the link with anyone other than verified candidates.
4. **Testing protocol:** Proctors are required to enforce MTCA's policies on testing rules of conduct for candidates. Proctors are required to make sure candidates are aware of the testing rules of conduct.
5. **Monitoring and irregularities:** Proctors are responsible for ensuring that testing conditions are the same for all candidates and minimize the chances of cheating. Proctors are required to remain present for the whole exam. Proctors are required to monitor the candidate during the exam via Live Remote Proctoring.
6. **Suspected cheating:** Proctors are required to report suspected cheating or violations, such as using unauthorized materials, surfing the Internet for answers, or talking with someone unauthorized to be in the room. The proctor is required to report the candidate's name to MTCA for further investigation.



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