This is Esri Proctor Agreement (“Agreement”) a legal agreement between you and Environmental Systems Research Institute, Inc. (“Esri”), a company incorporated under the laws of the State of California, United States of America, and located at 380 New York Street, Redlands, CA 92373. This Agreement is entered into between you and Esri as of the date of your acceptance (“Effective Date”).

By accepting the terms and conditions outlined in this Agreement with Esri, you acknowledge that you have read and are bound by the terms and conditions of this Agreement and will strictly adhere to all policies applicable to administering an Esri exam as an Esri Test Proctor “Proctor” and act in accordance with the guidelines for administering Esri exams during scheduled testing events “Test Event”. You, as a Proctor, agree to the following:

1. GENERAL
   a. You agree to review and comply with all general Esri Technical Certification Program policies, including those related to security, candidate misconduct, retake policies, and any other policies issued by Esri and located at https://www.esri.com/training/certification-find-exam/true/.
   b. You agree to avoid all conflicts of interest in executing your responsibilities as a Proctor. You will not supervise an exam for yourself or any family member or close friend. These candidates must be referred to a standard Pearson VUE test center.

2. CONFIDENTIALITY
   a. You agree to maintain the confidentiality of the exam content, including, but not limited to, test questions and answers, Proctor passwords, and test center log sheet information, or Test Event access codes including event codes, voucher codes, and promo codes. All such information will remain confidential and the property of Esri. You will not disclose such information to anyone unless Esri determines disclosure is required by law.
   b. Esri specifically prohibits Proctors from using or disclosing any information obtained as a Proctor for personal gain, such as providing training, coaching, or consulting services related to Esri exams or exam proctoring procedures.
   c. You agree that you will not assist candidates in any way in answering exam questions or providing accommodations that are not specifically authorized by Esri.

3. PRIVACY
   a. Esri maintains a privacy policy with respect to a candidate’s personally identifiable information, which includes the candidate’s name, contact information, score information, and government identification numbers. Proctors will not use or disclose such information to any third party for any reason.

4. PROCTOR GUIDELINES
   a. Esri Proctors are expected to and shall maintain a high level of professionalism when representing the Esri Technical Certification Program.
   b. You must be employed by a current Esri customer/Distributor in good standing and be the main point of contact between said organization and Esri.
   d. You agree to maintain compliance with the terms agreed to in this Agreement and all Esri Technical Certification Program agreements, including maintaining a high level of security to protect exam content and candidate privacy.
   e. You agree to facilitate Test Event operations and communications between Esri, the organization, and certification candidates. This includes, but is not limited to, the following:
      i. Accessing and using of voucher codes, promo codes, private access codes, and event codes
      ii. Facilitating the movement of confidential documents between the organization and Esri
f. You agree to complete online Proctor training and any additional training as directed by the Esri Technical Certification Program team. This includes, but is not limited to, the following:

i. Updating or refreshing proctor training skills annually

g. You agree to immediately report to Esri if any concern of exam misconduct arises. These actions include, but are not limited to, a candidate

   i. Providing falsified information, documentation, or statements as a means of a false identity, false address, or solicitation of someone to take a test on another's behalf.
   ii. Tampering with the operation of the test taker's workstation computer or attempting to use it for any function other than taking an Esri Technical Certification examination.
   iii. Failing to adhere to any Esri or Pearson VUE policies, procedures, rules, or instructions.
   iv. Disseminating exam content. This includes, but is not limited to, web postings, formal or informal test preparation or discussion groups, chat rooms, reconstruction through memorization, study guides, or any other method.
   v. Seeking and/or obtaining unauthorized access to examination content, including, but not limited to, gaining access to content on social networking sites, forums, or brain dump sites.
   vi. Giving, receiving, or obtaining unauthorized assistance, such as collusion with another candidate or Proctor or accessing printed materials containing examination content during the examination.
   vii. Removing any exam test-taking content or materials from the Test Event.
   viii. Causing a disturbance of any kind during a Test Event.

5. TERMINATION

   a. This Agreement exists between Esri and Proctor. If the Proctor is no longer employed by the organization, the ability to supervise exams is terminated. It is the responsibility of the individual and/or the organization to notify Esri of any staffing changes.
   b. This Agreement will continue until terminated by either party by giving notice to the other party of its intent to terminate. Each party reserves the right to immediately terminate this Agreement at any time with written notification delivered via email to certification@esri.com.
   c. Regardless of termination, the sections of this Agreement that by their nature are intended to survive termination will survive termination indefinitely.
   d. You represent and warrant that you are not in violation of this Agreement and will refrain from engaging in all prohibited activity. If you are found to be in violation of any Esri Technical Certification Program agreement, your Proctor privileges will be revoked immediately.

YOU HEREBY REPRESENT TO ESRI THAT YOU (1) HAVE READ AND UNDERSTOOD THE TERMS OF THIS AGREEMENT AND (2) ARE EIGHTEEN (18) YEARS OF AGE OR OLDER. YOU ACKNOWLEDGE THAT ESRI IS RELYING ON SUCH REPRESENTATIONS IN GRANTING THE ABILITY TO SUPERVISE EXAMS.

THIS IS FOR USE BY REQUESTORS WHO ARE NOT DELivering THIS AGREEMENT ELECTRONICALLY. REQUESTORS SUBMITTING THIS AGREEMENT VIA MAIL, SCAN, OR FAX SHOULD SIGN BELOW AS INDICATED.

Printed Name: 
Address: 
Country: 
Email: 
Organization Name: 
Signature: 
City, State: 
Postal Code: 
Phone: ( ) 
Esri Customer #: 

Signature: 
Date: 
The addresses/fax numbers below are provided for those individuals with limited access to the Internet. Esri is not responsible for any errors resulting from illegible submissions.

Esri
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