

# ISP PROCTOR QUALIFICATIONS

## Part I, Section J of the ISP Certification Program Manual

### J. Proctor Qualifications

1. To avoid the appearance of improprieties, authority, influence, or potential gain from the exam conduct or results thereof, all proctors must be disinterested third parties, i.e., they must be totally dispassionate about the results of the examination. For example, a candidate's supervisor/manager, co-worker, HR manager, or other company employee would not be considered a disinterested third party. Additionally, a relative, good friend, or significant other would not be considered a disinterested third party. This policy may also carry over to any volunteer or membership organization to which the proctor and the candidate mutually belong, depending on the personal and/or professional relationship. Please seek the guidance of the ISP Committee if there is any uncertainty.
2. Proctors will be an ISP, unless none are available.
3. Only ISPs may proctor a hard-copy examination.
4. Other Proctor Types:
  - a. Professional Proctor (company or individual)
  - b. Teacher/Trainer/Professor
  - c. Security Professional
  - d. Government Official/Representative
  - e. Certified Librarian
5. In all cases, the proctor must draft an affidavit attesting to his or her qualifications and this affidavit must be included with the candidate's ISP application.
  - a. There are no specific qualifications for each category of potential proctor; rather, the "reasonable person" theory will be used by the Chapter Chair or the Executive Director when determining the qualification of the proctor. We are looking for reliable professionals as a general rule.
  - b. Non-ISP security professionals who proctor the examination may not take the ISP examination for three years.
6. A Chapter Chair may proctor an exam for a member of his or her chapter, provided there is no reporting, working, or professional relationship between the two individuals. A Chapter Chair may also be permitted to proctor an exam for multiple individuals within the chapter even if one or more candidates work for the same company as the Chair, as long as there are also candidates participating who work for other companies.