



CPOC Checklist

Prior to IFPC implementation:

- _____ Identify appropriate exam locations.
- _____ Verify each exam room meets CPMO requirements.
- _____ Online testing only: Confirm computer system compatibility.
- _____ Paper and Pencil testing only: Order test booklets from the CPMO, keeping booklets in a non-common, secure, locked area.
- _____ Identify personnel to be exam proctors; communicate names and contact information to the CPMO.
- _____ Be prepared to address reasonable accommodation concerns.
- _____ Communicate IFPC details to eligible candidates.

Prior to each exam session (All):

- _____ Reserve exam location.
- _____ Communicate exam time and date to the CPMO at least five days prior to the exam.
- _____ Inform candidates about exam availability and logistics, and where to find materials.
- _____ Communicate requirement for candidates to register at <https://gsx.learningbuilder.com>; registration must be completed at least three days prior to exam date.
- _____ Assign IFPC-trained proctor(s) for each session; send name(s) to the CPMO.

Prior to each exam session (Paper and Pencil testing only):

- _____ Ensure possession of the appropriate number of clean, undamaged test booklets; order more from the CPMO if necessary.
- _____ Inspect exam booklets and verify that the booklets have not been compromised (e.g., marked, ripped, missing pages, missing booklet). If any booklet has been compromised or is missing, alert the CPMO via the Incident Report form.
- _____ Print the appropriate number of answer forms (do NOT copy forms; all must be printed from the pdf file provided by the CPMO).
- _____ Provide proctor(s) with exam answer forms and exam booklets.

After each exam session (Paper and Pencil testing only):

- _____ Obtain two signed and sealed manila envelopes from the proctor: one with the original exam answer forms, the other with the duplicate exam answer forms.
- _____ Send the manila envelope containing the original exam forms via UPS to the CPMO with a signature on delivery required. Contact the CPMO via email with the UPS tracking number (prepaid postage will be provided by the CPMO).
- _____ Store the envelope with the duplicate exam answer forms in a secure, locked area.
- _____ Return exam booklets to a non-common, secure, locked area.
- _____ Once CPMO confirms receipt of original exam answer forms, destroy the copies and inform the CPMO.
- _____ (If applicable:) Obtain and send manila envelope containing compromised exam booklet(s) from the proctor and send to the CPMO via UPS using the prepaid postage account from the CPMO.