



Intelligence Fundamentals Professional Certification

Component Handbook
2017

Table of Contents

Program Overview	1
IFPC Program Purpose	1
Benefits	1
Eligible Population	2
IFPC Program Structure	3
Functional Manager	3
IFPC Governance Council	3
IFPC Program Management Office (CPMO).....	4
Component IFPC Administration Responsibilities	4
Component Point of Contact (CPOC) Responsibilities.....	4
Prior to Implementing the IFPC Program	6
<i>Identify Appropriate Exam Locations</i>	6
<i>Communicate with Potential Candidates</i>	7
Identify Proctors	7
<i>Proctor Conflict of Interest</i>	8
<i>Proctor Training</i>	8
<i>Proctor Exam Responsibilities</i>	9
Prior to Each Exam Session	11
<i>Scheduling Exams</i>	11
<i>Candidate Communication/Registration</i>	11
<i>Provide Qualified Proctors for Each Exam Session</i>	12
<i>Provide Testing Materials (for Paper and Pencil exams)</i>	12
Post Exam.....	12
<i>Discipline</i>	12
Requests for Reasonable Accommodations	13
Online Testing: Unique Candidate Exam Codes	14
Appendix A: CPOC Checklist	15
Appendix B: Exam Room Requirement Checklist	17
Appendix C: System Requirements (Computer Testing)	18
Appendix D: Sign-In Sheet (Sample)	21
Appendix E: NDA/Proctor Training Agreement	23
Appendix F: Proctor Conflict of Interest Form	24
Appendix G: Proctor Briefing Script.....	25
Appendix H: Exam Booklet Inventory	27
Appendix I: Proctor Checklist for Computer Testing.....	29
Appendix J: Proctor Checklist for Pencil & Paper Exams	31
Appendix K: Incident Report.....	33
Appendix L: Non-Disclosure Agreement	34
Appendix M: Terms and Conditions	35
Appendix N: Acronyms	36

Program Overview

Thank you for your interest in the Department of Defense (DoD) Intelligence Fundamentals Professional Certification (IFPC) Program. The Component Handbook provides information on program purpose and structure, exam scheduling and registration, proctor requirements, and exam room guidelines.

IFPC Program Purpose

The IFPC Program is sponsored by the Under Secretary of Defense for Intelligence (USD(I)) to professionalize the defense intelligence workforce by establishing a common standard of the fundamental knowledge and skills expected of all who serve and support, and those who hope to serve and support, in the DoD Intelligence Enterprise (DIE). The IFPC is based on the Defense Intelligence Fundamentals standards, which are cross-cutting and enterprise-wide, and depict the Department's core expectations of what all Defense Intelligence Professionals, regardless of Service/Agency, Function/Specialty and experience level, must know and/or be able to do to successfully execute and/or contribute to the execution of intelligence missions, functions, and activities at the fundamental level. The IFPC Program will also serve to ensure incoming defense intelligence professionals meet knowledge standards.

The IFPC examination measures acceptable performance across the following eight knowledge domains:

1. What is intelligence?
2. What are the intelligence disciplines?
3. Who is involved in intelligence?
4. Why does intelligence require oversight?
5. How is intelligence conducted?
6. How are classified and controlled materials protected?
7. How are classified and controlled materials shared?
8. How do my actions affect my status as an intelligence professional?

Benefits

Benefits of obtaining the IFPC credential include:

For individuals:

- Measures candidates' understanding and ability to apply the facts, concepts, and principles of defense intelligence deemed critical to working within the DIE.
- Promotes professional development which will enhance candidates' expertise in the defense intelligence field.
- Increases the number of employment opportunities available to candidates across the DIE.
- Provides candidates with a sense of pride and professional accomplishment.
- Demonstrates candidates' commitment to the defense intelligence profession.

For employers:

- Provides a reference point for determining which individuals possess the appropriate understanding and ability to apply the facts, concepts, and principles of defense intelligence deemed critical to the successful execution of intelligence missions and functions.
- Promotes the improved synchronization and alignment of individual capabilities with specific organizations across the DoD.
- Serves as an easy identifier for competent professionals within the defense intelligence discipline.

For the profession:

- Defines standards and drives accountability for all defense intelligence professionals.
- Documents the Intelligence Fundamentals essential body of knowledge (EBK) as the professional standard.
- Ensures all defense intelligence professionals have met the established standard through a formal standardized evaluation.
- Supports continuing competence of certificants through recertification every three years.

Eligible Population

The IFPC is available to individuals who 1) hold U.S. Citizenship and, 2) meet all the requirements of at least one of the following eligibility categories:

- Category 1: Government. An individual must be MIL/CIV personnel currently employed by the DoD (waivers can be provided to personnel currently employed by a federal, state, tribal, or local government entity supporting DoD-recognized intelligence missions).
- Category 2: Academia. An individual must be enrolled and/or employed in the last six months at a U.S.-based, regionally accredited, post-secondary academic institution with a formal relationship with the DoD (i.e., institutions participating in the DoD Voluntary Education MoU program).
- Category 3: Industry. An individual must be employed by an organization eligible to pursue contracts with the U.S. Intelligence Community (i.e., organizations that hold a CAGE code). *Note: This includes individuals currently working on contract with a Component of the DIE.*

The IFPC Eligibility Policy was approved by the Intelligence Fundamentals Professional Certification Governance Council (CGC) on 23 May 2017.

IFPC Program Structure

Functional Manager

As the Functional Manager (FM) of Intelligence Fundamentals, the Principal Deputy Under Secretary of Defense for Intelligence (PDUSD(I)) has approval authority for the IFPC based on requirements specified in Department of Defense Instruction (DoDI) 3115.11, “Human Capital Management Operations,” Department of Defense Manual (DoDM) 3115.11, “Intelligence and Security Training Standards,” and Department of Defense Directive (DoDD) 5143.02, “Principal Deputy Under Secretary of Defense for Intelligence (PDUSD(I)).” The FM requires that sustainment requirements of the IFPC provided by components, as outlined by DoDI 3115.11 and DoDM 3115.11, are identified and included in planning, programming, budgeting, and execution actions in accordance with Department of Defense Directive (DoDD) 7045.14, “The Planning, Programming, Budgeting, and Execution (PPBE) Process.”

The FM will review and determine status of certification conferral recommendations forwarded by the IFPC Program Management Office (CPMO).

IFPC Governance Council

The CGC is the governing body for the IFPC Program. The CGC provides a forum for DoD stakeholders with equities in the intelligence workforce (i.e., civilian, military, and contractors) to discuss and coordinate policies, standards, and professional development and certification for the DoD intelligence workforce.

As an advisory body, the CGC reports to the DoD Intelligence Training and Education Board (DITEB) on DoD intelligence professional development. The CGC makes recommendations to the USD(I) via the DITEB on issues of common concern regarding the professional certification of DoD Intelligence Professionals. As an autonomous body, the CGC governs the DoD IFPC Program, and as such, is responsible for ensuring the IFPC Program meets third-party accreditation requirements and for making all essential certification administration decisions.

The CGC is comprised of voting members representing DoD and other entities (i.e., Academia and Industry) as determined by the Chair, and non-voting members. The Chair presides over CGC meetings and oversees the council’s activities and communication. The Vice Chair(s) executes council duties on the Chair’s behalf as requested by the Chair.

The CGC includes voting members from the following organizations:

- Joint Chiefs of Staff, J-2
- United States Army
- United States Navy
- United States Air Force
- United States Marine Corps
- United States Coast Guard
- Defense Intelligence Agency
- Defense Security Service
- National Geospatial-Intelligence Agency
- National Security Agency
- National Reconnaissance Office
- Regional Combatant Command
- Functional Combatant Command
- Affiliated Industry
- Affiliated Academia

- Other interested parties and organizations may participate in CGC discussions in a non-voting capacity.

IFPC Program Management Office (CPMO)

The CPMO is composed of a team of civilians and contractors from the Office of the Under Secretary of Defense for Intelligence (OUSD(I)) Human Capital Management Office (HCMO). This CPMO team is the Component's primary contact when scheduling and meeting requirements for the IFPC. The CPMO outlines process and procedures for candidates and Components involved in the IFPC Program, including eligibility requirements, test delivery information, candidate registration information, feedback reports, and points of contact for challenges or issues.

The CPMO is responsible for the following:

- Communicating logistics details and requirements to Component Points of Contact (CPOCs), including:
 - [Exam center requirements](#)
 - [Computer systems requirements](#) (when applicable)
 - [Registration process](#)
 - [Proctor requirements](#)
 - [Proctor materials for exam day](#)
 - [Component Checklist](#)
- For online delivery:
 - Generating unique candidate exam codes (UCEC) required for exam access
 - Ensuring the online exam is running properly
- For paper and pencil delivery:
 - Providing printed exam booklets
 - Providing exam answer forms (via pdf for local printing)
 - Each exam answer form must be printed from the pdf file; forms that are copied from a printed pdf will be invalid
 - When printing pdf, make sure the page scale setting is turned off
- Communicating exam and conferral results to candidates

Component IFPC Administration Responsibilities

The IFPC exam is administered in Component exam centers with logistics support from the CPMO. Please direct any questions regarding the implementation of the IFPC testing process to the CPMO at osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil.

Component Point of Contact (CPOC) Responsibilities

CPOCs are local military, civilian, and/or contractors who support DoD component participation in IFPC testing. CPOCs establish and execute local implementation of IFPC testing requirements in the following ways:

- Prior to implementing the IFPC Program:
 - Identify appropriate exam locations.
 - For online testing, confirm computer system compatibility.
 - For paper and pencil testing, order exam booklets from the CPMO, and keep booklets in a non-common secure locked area.
 - Communicate details about the IFPC program to eligible candidates.
 - Identify appropriate personnel to be exam proctors; communicate this information to the CPMO to enable proctor training.
- Prior to each IFPC exam session:
 - Secure an exam location. Schedule the exam date and time and communicate details to the CPMO at least five working days prior to the exam.
 - Inform candidates about exam availability and logistics, and location of candidate certification materials.
 - Direct candidates to register for the exam online at <https://gsx.learningbuilder.com/>.
 - Provide qualified proctor(s) for each exam session; inform the CPMO of the assigned proctor(s).
 - For online testing: Create a list of candidates for each session and communicate this information to the CPMO at least three days prior to the exam (this enables the creation of test codes).
 - For Paper and Pencil testing:
 - Print appropriate number of exam answer forms using the pdf file provided by the CPMO. (Each form must be printed from original pdf).
 - Inspect exam booklets and verify that the booklets have not been compromised (e.g., marked in, ripped, missing pages, missing booklet). If a booklet has been compromised, alert the CPMO via the [Incident Report](#).
 - Provide proctor(s) with sign-in list, exam answer forms, and exam booklets.
 - Address reasonable accommodation requests.
- After each exam session (Paper and Pencil only):
 - Receive two signed and sealed manila envelopes from the proctor(s), one with the original answer forms and the other with the duplicate answer forms.
 - Send the manila envelope containing the original exam answer forms via UPS to the CPMO with a signature on delivery required. (Pre-paid postage will be provided by the CPMO.)
 - Email the UPS tracking number to the CPMO.
 - Keep the copies of the exam answer form in a secure, locked area until the CPMO confirms receipt of the original exam answer forms. At this point, destroy the exam answer form copies.

- If any exam booklets are compromised during the exam, obtain the manila envelope containing the compromised exam booklet from the proctor and send to the CPMO via UPS with a signature on delivery required.

The [CPOC checklist](#) must be completed by the end of the exam process. Additional copies of the checklist can be printed from this digital handbook.

Prior to Implementing the IFPC Program

Identify Appropriate Exam Locations

The IFPC exam shall be conducted in appropriate facilities and in a proctored environment. CPOCs are responsible for ensuring consistent exam environments for the IFPC Program using the [Exam Room Requirements Checklist](#).

Facilities must:

- Be available for allotted amount of time for exam completion (at minimum 2.5 hours).
- Be free of any noise or outside distractions.
- Provide a proctor station (desk) that has full view of candidates.
- Contain a storage area for candidate belongings.
- Be free of any material that may give unfair advantage during testing.
- For online testing: Contain one unclassified, internet connected computer per candidate; computers must meet [IFPC systems requirements](#).

The [Exam Room Requirements Checklist](#) must be completed for each potential exam location and returned to the CPMO at osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil prior to scheduling any exams.

For Online Testing: Confirm Computer System Compatibility

To offer the IFPC exam via computer, CPOCs should verify each computer planned for use during the exam has internet access and meets other systems requirements at least three working days prior to test time.

Fast Test Web (FTW; <https://app.fasttestweb.com/testing/pr/20/2>) is the online exam portal.

To ensure successful log-in to FTW, facility computers need to meet certain requirements. Web browsing software should be updated to latest available version. Instructions on how to update out-of-date web browsers are included in [Appendix C](#) or CPOCs may contact their IT specialist.

Note: Internet Explorer is not a viable web browsing option; FTW will not work with Internet Explorer.

Computer Checklist:

- Internet connection
- Fast Test Web accessible
- Cookies and JavaScript enabled
- Current web browser (not Internet Explorer)
- Screen Resolution 1024 x 768+
- Adobe Flash Plug-in version 9.0.115+

For Paper and Pencil testing: Order Exam Booklets.

Contact the CPMO and request the number of test booklets required to meet the needs of a full testing session. Identify a non-common, secure, locked area in which the exam booklets can be stored when not in use. The booklets must secure at all times.

Communicate with Potential Candidates

CPOCs will let eligible candidates, as determined both by the CGC and the CPOC's Component, know of the availability of the IFPC program and all candidate materials (e.g., the Candidate Handbook and FAQs), plus the schedule of upcoming exams.

Identify Proctors

The role of the proctor is critical in the exam administration process. The proctor helps ensure a smooth, incident-free exam experience, working to provide an exam environment that is fair and secure for all candidates. Proctors also help protect the integrity of the certification program during the delivery and administration of the IFPC exam by watching for and reporting any instances of cheating, inappropriate disclosure of exam data, or other violations of the disciplinary policy (see p. 12).

Some fundamental principles expected of proctors include:

Privacy

Proctors must ensure that all personal identifiable information (PII) and exam results remain private, and must not disclose any to this information to anyone, at any time.

Confidentiality

Proctors are responsible to maintain the confidentiality of PII, as well any information related to the exam content.

Exam Security

Proctors are responsible to maintain the integrity of the program. Should a candidate violate any of the rules and regulations that have been established, it is the proctor's responsibility to report any violations.

Proctors should not take their responsibilities lightly as it is a trusted position. Should a proctor exhibit inappropriate behavior, their position may be revoked.

Proctors are required to follow the processes and procedures outlined by the CPMO. These procedures are designed to ensure that exam administration of each certification is conducted in a standardized way and in compliance with both CPMO policies and the standards of the National Commission for Certifying Agencies (NCCA).

Once proctor(s) have been selected for an exam location, please forward their name(s) and contact information to the CPMO to initiate training.

Proctor Conflict of Interest

Proctors must be neutral parties in terms of exam certification results, meaning the candidates' success does not benefit or hinder the proctor. To ensure that there is no real or perceived conflict of interest in regarding candidate performance, proctors must:

- NOT be a Rater (anyone that has input on candidate career progression), Reviewer (anyone that has input on candidate performance), or Direct Report (subordinate) of any candidates they are proctoring.
- NOT be an Instructor who designs preparatory materials or, conducts individual or group reviews related to content on the certification test.
- NOT be a Mentor or Mentee, office co-worker, teammate, or staff member of a candidate in the proctored test session.

To ensure the proctor can effectively carry out proctor duties, the proctor must be reliable, punctual, detail-oriented, and able to deal effectively with people in difficult situations.

Due to access to protected exam materials, proctors must:

- Sign a [Non-Disclosure Agreement](#) (NDA) that states they will not share information related to the exam content or exam related information or results with anyone, at any time and verifies that the proctor has completed training. The NDA must be returned to the CPMO before the individual is allowed to proctor any IFPC exams.
- Sign a [Conflict of Interest Form](#) and recuse themselves from any exam session in which there is a perceived conflict.
- Pass the IFPC exam prior to becoming a proctor or agree not to take the IFPC exam for two years after proctoring an IFPC exam session. *Note: This restriction is related to potential exposure to the exam items. If the IFPC is a requirement for the Proctor's career path, he/she will be exempt from this requirement until the two-year waiting period is over.*
- Participate in IFPC proctor training on an annual basis.

Proctor Training

The IFPC PMO will contact the Proctor trainees via email to set up a training session and deliver proper documents. Trainees will contact the IFPC PMO after completion of each part of the process.

In accordance with NCCA standards, the training for proctors will consist of three parts:

- Part 1: Initial Training
 - Trainees are sent a presentation which covers proctor training content.
 - The trainee will set up a 30-minute phone appointment with a trainer.
 - The trainee and trainer will review the proctor standards in detail.
- Part 2: Training Materials Review
 - Once the trainee goes over the presentation with the trainer on the phone, the trainer will email the trainee supporting documents that further detail the responsibilities and expectations of a proctor. The trainee is expected to read and understand these documents.

- Once the training materials have been reviewed, the trainee will sign the Non-Disclosure Agreement stating that they have reviewed the training presentation with the trainer over the phone, and have read and understand the documents on proctoring.
- Part 3: Proctor Shadowing (only required for new trainees)
 - Once parts 1 and 2 are completed, the trainee will schedule an appointment through their test center to observe a proctor administering a test. Once observation is complete, the trainee and the proctor will sign a form stating the trainee observed a proctored session.

For more information about a training session, please contact the CPMO at osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil.

Proctors are required to renew their training every 12 months. Proctors renewing their training will complete parts 1 and 2 of the training. Part 3 is not required for training renewal, unless unusual circumstances prompt the IFPC PMO to require it for some individuals. All proctor training records will be kept on file at the IFPC PMO.

Proctors who have meet all the requirements as stated above will be placed on an “Active” proctor list. Only individuals on the “Active” proctor list will be allowed to proctor IFPC exams.

Proctor Exam Responsibilities

Proctor responsibilities are outlined on a checklist ([Appendix I](#) for computer testing or [Appendix J](#) for paper and pencil testing). The duties are outlined below. The appropriate checklist is to be filled out and returned to the CPMO (osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil) following the completion of each exam.

Prior to Exam Day

The proctor should meet with the CPOC at least one day prior to exam day to do the following:

- Verify the exam room meets the IFPC requirements ([Appendix B](#)).
- For Online testing:
 - Confirm the computers continue to meet systems requirements ([Appendix C](#)). Contact your organization IT department or CPMO if you are unable to log on to the exam.
 - Prepare paper/sticky note for each individual containing the candidate’s unique exam code.
- For Paper and Pencil testing:
 - Obtain exam booklets, answer forms, NDAs and Terms and Conditions forms from the CPOC.
 - Ensure there are enough exam booklets, answer forms, NDAs and Terms and Conditions forms for all registered candidates. If more are needed, instruct CPOC to obtain the correct number.
 - Ensure all answer forms are in proper test condition and are handled with extreme care. If answer forms are bent, ripped, or torn, the forms will be invalid.
 - When possible, obtain supply of pencils or pens for use in testing.

- Review and print the exam sign-in form provided by the CPMO. This document includes the unique candidate exam codes (for online testing) or the candidate user ID (for paper and pencil testing) and contains columns for recording the confirmation of the U.S. citizenship and identity of candidates.
- Print Proctor Script ([Appendix G](#)).

Exam Day

On test day, proctors are responsible for the following:

- Arrive at testing center at least 45 minutes before testing time.
- Meet candidates at the test center entrance. As they arrive, use the sign-in list to check them in.
 - Confirm the U.S. citizenship of each candidate by checking either a U.S. passport, or a birth certificate and a government-issued photo ID: driver's license (MN and MO licenses are not accepted), military ID card, or another ID card issued by a federal, state, or local government agency as long as it contains a photograph or information such as name, date of birth, gender, height, eye color and address. Add check mark to sign-in sheet indicating U.S. citizenship has been checked.
 - Match the candidate's registered name to the name on their photo I.D. If there is any inconsistency, the candidate will not be allowed to test.
- Have each candidate sign into the exam session by adding their signature next to their name on the sign-in form.
- Direct candidates to their seats; separate people who arrive in what appears to be social groups.
- Inform candidates that no bathroom breaks will be allowed during the exam, and to use the facilities before the exam begins if necessary.
- Ensure candidates leave their belongings in a designated area of the testing room. Items that are not allowed in the testing room under any circumstances are as followed:

○ Calculators	○ Tape Recorders
○ Newspapers	○ Cell phones
○ Books	○ Laptops
○ Notes	○ E-readers/Tablets
○ Book Bags	○ Smart watches
○ Pagers	○ Purses/wallets
- For online testing: Deliver a unique candidate exam code (UCEC) to each candidate on a small sheet of paper/sticky note.
 - Do not deliver a unique exam code unless the candidate has signed the sign-in form.
 - Candidates are not allowed to input codes until after the proctor briefing script is read.
- Paper and pencil testing:
 - Give each candidate their answer form and booklet.
 - Record each individual's test booklet number on the sign-in form.
 - Inform candidates they are not allowed to mark in, alter, rip, or damage their test booklets. Answer forms are not to be bent or marked anywhere except for the designated areas; altered forms will become invalid.

- After confirming candidate identity and U.S. citizenship (and, for online testing, delivering their UCEC; for paper and pencil testing, writing the candidate's booklet number on the sign-in sheet), initial the final column of the sign-in sheet, indicating the candidate is cleared to test.
- Deliver [Proctor Briefing Script](#).
- Instruct candidates to log into test (for online testing)/open their test booklets (for paper-and-pencil testing) and begin.
- Monitor candidates continuously throughout the testing period. Periodically walk around the testing center to ensure a smooth testing process. Address any unethical behavior following direction from the IFPC discipline policy (see p. 12).
- Monitor the room for any incidents that can be recorded on the Incident form. Incidents include test booklet alterations, room disturbances, etc.
- Paper and pencil testing: Exam booklets must be returned and inspected for alterations following candidate completion. Post-exam inspection issues must be recorded on an [Incident Report](#) form. The booklet must be removed from inventory and returned to the CPMO with the Incident Report. The removal of a booklet will be recorded on the [Exam Booklet Inventory](#) form.
- Online testing: Upon test completion, collect candidates' paper or sticky note with the UCEC.
- Inform candidates that once they leave the room, they will not be able to reenter.

Prior to Each Exam Session

Scheduling Exams

CPOCs are requested to contact the CPMO at least five working days in advance for exam scheduling. Required information includes the specific date, time, and location for exam administration and the number of expected exam participants. The CPMO will respond within two working days to confirm receipt of the schedule.

Candidate Communication/Registration

CPOCs will inform interested candidates about exam date, time, and location. They will provide candidates with the Candidate Handbook and FAQs to help them prepare for the exam. The CPMO will provide communications templates for CPOC use.

CPOCs will communicate the need for candidates to register for the IFPC exam at <https://gsx.learningbuilder.com> at least three working days prior to each exam session.

The registration process will require demographic information from each candidate and the location at which they will take the exam. When signing in, it is recommended that candidates use their personal email address. This will allow candidates to maintain access to their certification information despite changes in duty station or status (e.g., a military person who switches to become a civilian).

CPOCs must inform candidates of the requirement to provide proof of U.S. citizenship on the day of the test as only U.S. citizens are allowed to participate in the IFPC program. To prove U.S.

citizenship, candidates should provide a U.S. passport, or a birth certificate and government-issued photo ID. Acceptable government-issued photo IDs include: driver's license (MN and MO licenses are not accepted), military ID card, or another ID card issued by a federal, state, or local government agency (must contain a photograph or information such as name, date of birth, gender, height, eye color, and address).

Provide Qualified Proctors for Each Exam Session

CPOCS will inform the CPMO of the qualified proctors assigned to each exam session.

Once the CPMO sends the sign-in sheet (with the UCECs included for online testing or with User IDs for paper and pencil testing), the CPOC will deliver the file to the proctor for use for candidate sign-in.

Provide Testing Materials (for Paper and Pencil exams)

CPOCs will ensure an adequate number of exam booklets are available for paper and pencil testing, and will print (NOT copy) the correct number of answer forms. The CPOC will also copy the correct number of Non-Disclosure Agreements ([Appendix L](#)) and Terms and Conditions forms ([Appendix M](#)) for use by test candidates. These will be provided to the session proctor(s) along with two manila envelopes that will be used to store the completed answer forms, NDAs and Terms and Conditions forms following the test, along with copies of those same materials.

Post Exam

Following the completion of the exam administration, proctors will provide the following items to the CPOC:

All testing sessions:

- The completed sign-in form. Proctors will ensure the sign-in form was completed and the proctor has initialed in the final column.
- The completed Proctor checklist ([Appendix I](#) for computer testing; [Appendix J](#) for paper and pencil testing) that details their tasks for the day prior to the exam, the day of the exam, and post exam.
- The [Incident Report](#) form for any unethical behavior noted during the testing session.

Paper and pencil testing sessions only:

- A signed and sealed manila envelope containing the original exam answer forms.
- A signed and sealed manila envelope containing COPIES of the original exam answer forms. The Proctor will make these copies following the end of the exam session.
- All exam booklets, placed in numerical order to ensure there are none missing.
- The Exam Booklet Inventory form.
- The Incident Report form for any exam booklet issues, such as missing or damaged booklets.

Discipline

Proctors are responsible for documenting any form of unethical behavior in the exam environment. If a candidate is thought to be involved in any of the behavior detailed below, the

proctor must complete and submit an [Incident Report](#) immediately following the exam period. Candidates involved in the incident will be informed in private about the perceived incident after they have completed their exam. Any candidate thought to have participated in unethical or unprofessional behavior may have their certification invalidated. Grounds for the IFPC disciplinary action include, but are not limited to, the following:

- Falsifying information during registration.
- Consulting a notebook, textbook or any other source of information not specifically authorized by the proctor during the test.
- Willfully invalidating the intent of the Non-Disclosure Agreement used by the CPMO by aiding or receiving aid, or attempting to aid or receive aid, before, during, or after an assessment.
- Colluding with others to reconstruct any part of the IFPC test.
- Copying any part of the IFPC exam.
- Committing or attempting to commit any act with the intent of violating or circumventing the stated conditions governing assessment administration.

Proctors must submit the completed Incident Report to the PMO (osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil) within five business days of the incident.

Requests for Reasonable Accommodations

If requested by a candidate, the CPMO will work with the CPOC to provide reasonable accommodations in compliance with the Americans with Disabilities Act (ADA), the Rehabilitation Act, and DoD policy.

In general, an accommodation is made when a disability is relieved by an auxiliary aid or a procedural change during assessment administration. Reasonable accommodations will be made for known physical or mental limitations if the candidate is a qualified individual with a disability.

A request for a reasonable accommodation is a written statement from a candidate requesting an adjustment or change for a reason related to a disability. A request does not have to use any specific words, such as “reasonable accommodation,” “disability,” or “Rehabilitation Act.” If a candidate has a disability, he/she may request a reasonable accommodation, even if the candidate has not previously disclosed the existence of a disability.

It is the responsibility of the candidate to seek accommodations in advance of his/her exam date. Candidates must provide verification of the disability and a statement of the specific type of assistance needed to the CPMO at least 30 days prior to the desired exam date. Requests are to be sent to the CPMO at osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil.

The CPMO may request documentation from an appropriate health care or rehabilitation professional about a disability and functional limitations when the disability and need for accommodation is not obvious. Appropriate professionals include, but are not limited to, doctors (including psychiatrists), psychologists, nurses, physical therapists, vocational rehabilitation specialists, and licensed mental health professionals.

The need for and the ability to provide any specific accommodation is determined on an individual basis, depending on the unique circumstances involved and taking into consideration a specific disability and the existing limitations in completing the certification process. The ability to provide a specific accommodation is also based on the capabilities available at the testing facility providing the exam for the requesting party. At a minimum, CPOCs are asked to identify resources to use in the following situations:

- Candidates with visual impairment: provide a reader, a separate space for testing to ensure the primary test facility remains quiet and free of distractions, and a separate proctor
- Candidates with audio impairment: provide a written copy of the proctor script so instructions can be provided
- Candidates who require additional time for testing: provide up to an additional hour for testing, including reserving the room for the additional time and providing the proctor for the full testing time period

The CPMO, along with the CPOC, will make reasonable efforts to accommodate each request. If it would impose an undue burden to provide the required testing environment, the candidate will be notified with a written explanation from the PMO of the denial and a statement of the reasons for the denial.

Online Testing: Unique Candidate Exam Codes

After the completed registration information has been received from the online registration site, the CPMO will assign a Unique Candidate Exam Code (UCEC) to each candidate and send the information to the CPOC on a password protected document; this document will also serve as the sign-in form on the day of the exam. The CPMO will communicate the password to the CPOC prior to sending the document.

The CPOC will forward the Sign-In form to the assigned proctor for the appropriate exam session. The proctor will use the form as an attendance record by having each candidate sign the form next to their personal information; the proctor will confirm the identity and U.S. citizenship of each individual as they sign in and check the appropriate column on the Sign-In form. The UCEC will be provided to each candidate by their proctor. UCECs will not be distributed to candidates prior to their scheduled exam time for any reason.

Upon completion of the exam, the proctor will scan and send a copy of the completed Sign-In form as a password protected document to the CPMO (osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil), providing the password on a separate email. To password protect a document using Microsoft Word:

- Click tools.
- Highlight and select protect document.
- Type in a case sensitive password for “Set up a password to open this document.”
- Click ok.
- Write down the password and forward it to the CPMO separately from the email with the protected document.



Appendix A: 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.
- _____ Forward the Sign In sheet to the proctor(s).

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).
- _____ Print/copy the appropriate number of Non-Disclosure Agreements and Terms and Conditions forms.
- _____ Provide proctor(s) with exam answer forms, exam booklets, NDA forms and Terms and Conditions forms.

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

- _____ Obtain at least two signed and sealed manila envelopes from the proctor: one with the original Sign-In Sheet, answer forms, NDAs and Terms and Conditions, the other with the duplicate exam answer forms, NDAs and Terms and Conditions. A third manila envelope may be used for any damaged exam booklets and an accompanying Incident Report.
- _____ Send the manila envelope containing the original Sign-in sheet, answer forms, NDAs, and Terms and Conditions 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, NDAs and Terms and Conditions Forms in a secure, locked area.
- _____ Return undamaged 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) and the accompanying Incident Report from the proctor and send to the CPMO via UPS using the prepaid postage account from the CPMO.



Appendix B: Exam Room Requirement Checklist

In order to become a certified exam room, your site must meet the following requirements. CPOCs must verify each objective and initial in the corresponding column. Please return to the CPMO at osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil.

Component: _____

Room ID: _____

Requirements	Initial
Computer testing only: Unclassified, internet-access computers; computers meet system requirements (Attachment C)	
Proctor's desk has full view of the exam room	
Quiet, uninterrupted, distraction-free exam room	
Storage area for candidate belongings (bags, etc.)	
All intelligence language has been removed from visibility (posters, etc.)	

CPOC printed name: _____

CPOC signature: _____

Date: _____



Appendix C: System Requirements (Computer Testing)



The following table outlines the requirements to use Fast Test Web

Requirement	Supported
Web Browser*	Mozilla Firefox: Latest Version
	Google Chrome: Latest Version
	Apple Safari: Latest Version
	Microsoft Edge: Latest Version
	Internet Explorer: NOT RECOMMENDED
Adobe Flash Plug-in	Version 9.0.115+
JavaScript	Must be enabled; automatically included with supported browsers
Cookies	Must be enable; supported in the above browsers
Screen Resolution	1024x768+


Fast Test Web has strict requirements for computer compatibility. Your browser needs to be up to date with the latest version. **INTERNET EXPLORER WILL NOT WORK.**

To check the web browser version being used on your computers, follow these instructions:

Mozilla Firefox

1. Launch the **Firefox** browser.
2. Find the **menu** bar, located in the top right corner. 
3. Highlight and click **Help**. 
4. Click **About Mozilla Firefox**. Browser will automatically update if available.

Google Chrome

1. Launch the Chrome browser.
Highlight and select the **Customize and Control Google Chrome** icon located in the upper right corner of monitor. 
2. A drop-down menu should appear; highlight and select **Help**, then **About Google Chrome**.
3. If your version is not up to date there will be an update option.

Microsoft Edge

1. Click **Start** button.
2. Click the **Settings** icon.
3. Choose **Update & Security**.
4. Click **Windows Update**.
5. Click **Check for Updates**, if update is available it will automatically download.

Safari

1. Click the **Apple** icon in the top left-hand corner of the screen.
2. Click **App Store**.
3. Click **Updates** icon at the top right-hand side of window.
4. If browser update is available, Safari will alert you.

To ensure Cookies and JavaScript are enabled, follow these instructions:

Mozilla Firefox users

1. From the Tools menu (Windows) or Firefox menu (Macintosh), select **Options**.
2. From the **Options** dialog that opens, select the **Content** option (globe icon).
3. Click the checkbox next to **Enable Javascript**.
4. Select the **Privacy** option (padlock icon).
5. Under the **Cookies** tab, check the Checkbox for **Allow sites to set Cookies**.
6. Click **OK** and close the **Options** dialog to apply changes.

Google Chrome

1. Open a window in Google Chrome.
2. At the top right, click **More Settings**.
3. At the bottom, click **Show advanced settings**.
4. In the "Privacy" section, click **Content settings**.
5. Select **Allow all sites to run JavaScript (recommended)** in the "JavaScript" section.
6. Click **done**.
7. Follow steps 1-4.
8. Select **Cookies**.
9. Turn **Allow sites to save and read cookie data** on.

Microsoft Edge (JavaScript)

1. Click on **Start**, type **Edit group policy** and select it.
2. Expand the **User Configuration -> Administrative Templates -> Windows**.
3. **Components** folder.
4. Expand the Microsoft Edge folder.
5. Double-click allows you to run scripts, like Javascript.
6. Choose **Enable** and click **OK** to confirm.

Microsoft Edge (Cookies)

1. Open the Microsoft Edge.
2. Click on the **More** actions button on the toolbar, and select **Settings**.
3. Search for **View** advanced settings and click on it.

4. Under **Cookies** section, select either Don't block cookies (default) or Block only third-party cookies.
5. Restart Edge.

Safari

1. From the Macintosh file menu, select **Safari** and then **Preferences**.
2. From the **Preferences** dialog that opens, select the **Security** option (padlock icon).
3. Under the **Web Content** options, click the checkbox next to **Enable Javascript**.
4. Under the **Accept Cookies** option, check the radio button for **Always**.
5. Click **OK** and close the **Preferences** dialog to apply changes.

Screen Resolution

In order to verify your screen resolution visit www.whatismyscreenresolution.com OR do the following:

1. Right-click on your desktop.
2. Select "**Screen resolution**"(Windows 10, 8 and 7), "**Personalize**" (Vista), or "**Properties**" (XP).
3. Select your active display (if necessary).
4. Note your current resolution.
5. Check if the current resolution says "Recommended".
6. If needed, change your resolution using the slider.



UNCLASSIFIED

Appendix D: Sign-In Sheet (Sample)

Component: _____ **Exam Delivery Location:** _____

Registration Date: _____ **Exam Date:** _____ **Exam Start Time:** _____

Proctor Name: _____

(Booklet ID only required for paper and pencil exam. All items in Bold/Italics will be filled in by the CPMO.)

	Rank/ Title	Name	Email (where results will be sent; use an address that will not change)	Component/ Organization Name	U.S. Citizen (Check)	Candidate Signature	Exam Code/ Candidate ID Number	Booklet ID	Proctor Initials
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									

UNCLASSIFIED

	Rank/ Title	Name	Email (where results will be sent; use an address that will not change)	Component/ Organization Name	U.S. Citizen (Check)	Candidate Signature	Exam Code/ Candidate ID Number	Booklet ID	Proctor Initials
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
26.									
27.									
28.									
29.									
30.									

Send completed Sign-In information to osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil via password protected email.



Appendix E: NDA/Proctor Training Agreement

I, _____ in my capacity as a proctor for the Intelligence Fundamentals Professional Certification (IFPC) assessment, hereby accept the obligations contained in this agreement. I understand that testing materials regarding the IFPC assessment and candidates must be protected from unauthorized disclosure to ensure the integrity of the certification process. Accordingly, I agree to abide by all terms and obligations contained in this agreement until released by proper authority.

1. I hereby accept the obligations contained in this Agreement in consideration of my being granted access to information or material protected within the OUSD(I) IFPC Program.
2. I understand that I shall not divulge any IFPC assessment information to anyone without prior written authorization from the IFPC Program Management Office (CPMO).
3. I understand my role and duties as a proctor and shall not divulge any candidate information to anyone other than the CPMO.
4. I understand that I shall not disclose any IFPC assessment information contained in any records, except as authorized by applicable law or regulation.
5. I have received the required IFPC Proctor training and understand the roles and responsibilities of the Proctor. I understand that training must be renewed every 12 months.
6. I understand that I am ineligible for and will not take the IFPC assessment for certification purposes while I am participating in IFPC administration. I also agree that upon completion of my participation in IFPC administration, I will be ineligible to take a IFPC assessment for certification purposes for a period of two years from last exam for which I proctored. If the IFPC is a requirement for my career path, I will be exempt from this requirement until the two-year waiting period is over.

I understand that if I violate the terms and conditions of this Agreement, I may be subject to administrative, disciplinary, civil, or criminal actions and penalties.

Signature

Printed Name

Date



Appendix F: Proctor Conflict of Interest Form

I agree that I am a neutral party in terms of certification results, meaning the candidates success or failure does not in any way benefit me. I agree to recuse myself if there is any real or perceived Conflict of Interest.

I agree that I am NOT a Rater (anyone that had input on the candidate's career progression), Reviewer (anyone that has input on candidate performance), or Direct Report (subordinate) of any candidates they are proctoring.

I agree that I am NOT an instructor who designs preparatory materials or, conducts individual or group reviews related to content on the certification.

I agree that I am NOT a Mentor or Mentee, office co-worker, teammate, or staff member of a candidate in the proctored test session.

Proctor's Signature: _____

Proctor's Printed Name: _____

Date: _____



Appendix G: Proctor Briefing Script

Good morning/afternoon/evening. My name is _____ and I am the Lead Proctor for today's exam session. You are about to participate in the Intelligence Fundamentals Professional Certification exam.

Please be advised of the following guidelines for this exam:

- You will have two hours to complete this exam.
- Before you begin the exam, you will be required to sign the Non-Disclosure Agreement and Terms and Conditions form. By signing these documents, you agree not to discuss questions or answers with anyone at any time during or after the exam. This is required to maintain the integrity of the exam. Discussing the content of this exam will lead to disciplinary actions.
- The NDA, Terms and Conditions, and instructions portion of the exam are not timed and are not part of the 2 hours you have to complete the exam.
- Talking to anyone other than a Proctor is not permitted during the exam.
- Please keep your workstation free of any materials; scratch paper and calculators are neither needed nor allowed for the exam.
- Read only for computer testing:
 - Do not attempt to access any other website during the exam; attempting to do so is grounds for your dismissal from this examination.
 - You cannot logout and log back in to the exam.
 - There is a countdown clock on the upper-right hand corner of your screen to help you monitor your time.
 - If technical issues arise, please notify the Proctor immediately.
- Read only for paper and pencil testing:
 - Fill in all information at the top of your answer form.
 - Do not make any marks or rips, or affect the quality of the exam booklet in any way.
 - Do not mark your answer form in any locations outside of the bubble areas. To do so may impact our ability to scan your answer form and could invalidate your exam results.
- If you are suspected of cheating or colluding to cheat, your exam will not be scored and you may be subject to disciplinary actions.
- You are encouraged to answer all questions; unanswered questions are scored as incorrect.
- Proctors are not authorized to help candidates read or comprehend test questions.
- There will be no bathroom breaks during the exam period. If you need to use the facilities, you must do so now. (Exam cannot begin until all candidates are seated.)
- After the exam has started, if you leave the room for any reason, you will not be readmitted. Your exam will be scored even if only partially completed.
- Once you have completed the exam, you are free to leave. You will not be readmitted.
- In the event of a fire or other emergency that requires us to leave the area, follow the Proctor's guidance and calmly exit the room.

- If at any time you feel that your physical health or condition, an environmental distraction, or other circumstance(s) may inhibit your ability to take this exam or may have an adverse impact on your test results, please alert one of the proctors and we will make every effort to accommodate your needs.

Appendix H: Exam Booklet Inventory

FPC Please enter the exam booklet ID number below. Before each exam session, inspect each booklet to ensure no markings or rips, then initial in the pre-exam booklet inspection column. Repeat this review following each exam session. If any booklet is found to be compromised during either inspection, take it out of the rotation and complete an Incident Report form. Put the compromised booklet(s) and the Incident Report form into a manila envelope, seal and sign over the seal. Give the sealed, signed envelope to the CPOC.

[illegible]

UNCLASSIFIED

[illegible]



Appendix I: Proctor Checklist for Computer Testing

Prior to Exam Day Checklist

At least one (1) day prior to the exam date:

- _____ Ensure there are enough computers for all registered candidates.
- _____ Check each computer against system requirements.
 - _____ Ensure the screen resolution is 1024 x 768+
 - _____ Ensure the current version of Adobe Flash Plug-in is installed (9.0.115+)
 - _____ Confirm that the browser is a current version of Mozilla Firefox, Google Chrome, Apple Safari, and/or Microsoft Edge with JavaScript and cookies enabled
- _____ Make sure each computer can access: <https://app.fasttestweb.com/testing/pr/20/2>
- _____ Check your email for messages from the CPOC or CPMO regarding any additional information for the exam day, checking in candidates, or setting up the computers.
- _____ Select space for candidates' belongings.
- _____ Print and review the Sign-In List.
- _____ Prepare paper/sticky note with the Unique Candidate Exam Code for each candidate.

Test Day Checklist

- _____ Meet candidates at the door of the exam room as they arrive. Use the Sign-In List to check the candidates in.
- _____ Confirm the U.S. citizenship of each candidate by checking either a U.S. passport, or a birth certificate and a government-issued photo ID: driver's license (MN and MO licenses are not accepted), military ID card, or another ID card issued by a federal, state, or local government agency as long as it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- _____ Add proctor mark indicating U.S. citizenship has been checked to Sign-In sheet.
- _____ Check candidate ID against the registered name. If there are inconsistencies, the candidate will not be allowed to test.
- _____ Have each candidate sign into the exam session by adding their signature next to their name on the Sign-In form.
- _____ Ensure that candidates are not bringing any unauthorized materials into the exam room. If candidates have materials not permitted, the proctor must designate a spot in the room for candidates to leave their belongings while taking the test.
- _____ Direct candidates to their seats; separate people who arrive in what appears to be social groups.
- _____ Inform candidates there will be no restroom breaks during testing, allowing them to use the facilities prior to starting the exam.
- _____ After checking all candidates in and ensuring that everyone is present, close the door to the testing room.

- _____ Deliver a unique candidate exam code (UCEC) to each candidate on a small sheet of paper/sticky note, initialing the Sign-In form as each code is given.
- _____ Present the Proctor's script, and go over all exam policies and procedures.
- _____ Direct candidates to log into the test platform with their unique candidate exam code, and announce when they are able to begin the exam.
- _____ Monitor the candidates throughout the exam. Ensure candidates do not have any materials at their workstation (e.g., scratch paper, calculators, etc.). Ensure candidates do not navigate to other websites.
- _____ When candidates finish their test, ensure that they have completed the entire test and have logged out successfully.

After the Exam

- _____ Scan and send a copy of the completed Sign-In form as a password protected document to the CPMO (osd.pentagon.ousd-intel.mbx.ifpc-pmo@mail.mil), providing the password on a separate email. To password protect a document using Microsoft Word:
 - Click tools.
 - Highlight and select protect document.
 - Type in a case sensitive password for "Set up a password to open this document."
 - Click ok.
 - Write down the password and forward it to the CPMO separately from the email with the protected document.



Appendix J: Proctor Checklist for Pencil & Paper Exams

Prior to Exam Day Checklist

(Initial beside task as it is completed)

At least one (1) day prior to the exam date:

- _____ Contact the CPOC to receive exam materials (exam booklets, answer forms, NDAs and Terms and Conditions Forms)
- _____ Sign the Proctor Non-Disclosure Agreement and Conflict of Interest form (only if not completed earlier)
- _____ Ensure there are enough exam booklets, answer forms, NDAs and Terms and Conditions form for all registered candidates. Handle all answer forms with extreme care; if forms are bent, ripped, or torn, the forms will be invalid.
- _____ Check your email for any additional information regarding the exam day, checking in candidates, or acquiring the correct number of booklets and answer forms.
- _____ Select space for candidates' belongings.
- _____ Print and Review the Sign-In Form.
- _____ Obtain a timing device that can accurately clock a 2-hour time period.

Exam Day Checklist

- _____ Arrive at testing center at least 45 minutes before testing time.
- _____ Ensure the exam booklets and answer forms are not bent, torn, or ripped in any way.
- _____ Inventory the exam booklets and record findings on the [Exam Booklet Inventory](#) form
- _____ Meet candidates at the door of the exam room as they arrive. Use the Sign-in List to check the candidates in.
- _____ Confirm the U.S. citizenship of each candidate by checking either a U.S. passport, or a birth certificate and a government-issued photo ID: driver's license (MN and MO licenses are not accepted), military ID card, or another ID card issued by a federal, state, or local government agency as long as it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- _____ Add proctor mark indicating U.S. citizenship has been checked to Sign-In sheet.
- _____ Check candidate I.D. against the registered name. If there are inconsistencies, the candidate will not be allowed to exam.
- _____ Ensure that candidates are not bringing any unauthorized materials into the exam room. If candidates have materials not permitted, the proctor must designate a spot in the room for candidates to leave their belongings while taking the exam.
- _____ Direct candidates to their seats; separate people who arrive in what appears to be social groups.
- _____ Inform candidates there will be no restroom breaks during testing, allowing them to use the facilities prior to starting the exam.
- _____ After checking all candidates in and ensuring that everyone is present, close the door to the testing room.
- _____ Give the candidate their NDA, Terms and Conditions form, exam booklet and answer form.

- _____ Alert candidates that alterations to the answer form will cause the form to become invalid.
- _____ Have each candidate fill in their First name, Last name, Candidate ID number, Booklet ID number, Location, and date on their answer form.
- _____ Present the Proctor's script, and go over all exam policies and procedures.
- _____ Collect signed NDAs and Terms and Conditions forms.
- _____ Announce when candidates are allowed to begin the exam. Start the timing device.
- _____ Monitor the candidates throughout the exam. Ensure candidates do not have any materials at their workstation (e.g., scratch paper, calculators, etc.) and do not navigate to any other websites.
- _____ When candidates finish their exam, ensure that they have completed the entire exam.
- _____ Announce when time is up and collect all outstanding booklets and answer forms.

Post Exam Checklist

- _____ Complete an Incident Report if any cheating or other ethics issues are observed during the exam. Inform any affected parties that an Incident Report is being submitted.
- _____ Account for all exam booklets immediately after the exam on the [Exam Booklet Inventory Form](#).
- _____ Fill out an Incident Report if any booklets are missing or damaged (e.g., marked in, ripped, missing pages, missing booklet).
- _____ Put any damaged booklet(s) into a manila envelope along with the accompanying Incident Report, seal the envelope, and place your signature over the seal. Give it to the CPOC.
- _____ Make one copy of the completed Sign-In form, plus of every candidate's completed answer form, NDA, and Terms and Conditions forms. Put all the copies into a manila envelope, seal the envelope and place your signature over the seal.
- _____ Put the original Sign-In form, completed answer forms, NDAs and Terms and Conditions forms into a manila envelope, seal the envelope, and place your signature over the seal.
- _____ Keep all manila envelopes in your possession until they can be handed over to the CPOC to ensure no one tampers with the contents. Deliver the envelopes directly to the CPOC.



Appendix K: Incident Report

This report is used to document: 1) candidate behavior considered unethical or 2) damage to Exam Booklets or Answer Forms. Please fill out one report per person involved in any incidents.

IFPC Program Incident Report		Date report submitted:	
Section A: Party/ies involved in incident (if applicable).			
Accused's Name:		Accused's email:	
Accused's Employing Component:			
Section B: Incident Details			
Date:		Time:	
Location:		Unique Exam ID:	
Description (Attach applicable documentation)			
Proctor			
Name:		E-Mail:	Telephone #:
WITNESS (if available)			
Name:		E-Mail:	Telephone #:



Appendix L: Non-Disclosure Agreement

I, _____, an employee of _____, in my capacity as a candidate for the Intelligence Fundamentals Professional Certification (IFPC) Program exam, understand that testing materials will be disclosed to me in the course of my participation in the Under Secretary of Defense for Intelligence (USD(I)) IFPC Program. I further understand that testing materials regarding the IFPC exam must be protected from unauthorized disclosure to ensure the integrity of the certification process. Accordingly, I agree to abide by all terms and obligations contained in this Agreement until released by proper authority.

1. I hereby accept the obligations contained in this Agreement in consideration of my being granted access to information or material protected within the USD(I) IFPC Program.
2. I hereby agree that I will not divulge any IFPC exam information that I obtain to anyone without prior written authorization from the IFPC Program Management Office (PMO).
3. I understand that I shall not disclose any IFPC exam information contained in any records, except as authorized by applicable law or regulation.

By accessing and participating in the IFPC Program, I accept the responsibility to protect the integrity of these assessments by not disclosing, disseminating, copying, publishing, or transmitting any parts of the assessment in any form to any person, without prior written consent of the IFPC PMO.

I understand that if I violate the terms and conditions of this Agreement, I may be subject to administrative, disciplinary, civil, or criminal actions and penalties.

I hereby acknowledge that I have received instruction concerning the nature and protection of such testing materials, including the procedures to be followed in safeguarding and disclosing such information to only authorized persons.

Signature

Printed Name

Date



Appendix M: Terms and Conditions

Your participation in the Intelligence Fundamentals Professional Certification (IFPC) Program is subject to the following terms.

The IFPC exam (including, without limitation, question, answers, datasets, files, designs, or content in or related to the certification assessment) is the property of the U.S. Department of Defense and access is reserved to authorized users only.

The exam is for internal U.S. Government use only and is not publicly releasable.

By accessing and participating in the IFPC testing, you accept the responsibility to protect the integrity of the IFPC exam by not disclosing, disseminating, copying, publishing, or transmitting any parts of any assessment in any form to any person without the expressed permission of the Intelligence Fundamentals Professional Certification Program Management Office.

Additionally, by participating in the IFPC exam, you acknowledge that you will be advised if you passed or did not pass, but you will not be provided information related to performance on individual test questions. You acknowledge that the IFPC CPMO will maintain a registry of your certification conferral status, and grant permission for the IFPC CPMO to provide your certification status to interested parties, as appropriate and if requested.

You may be subject to disciplinary actions under agency or component standards of conduct, disqualified from participating in the exam of the certification and your certification may be revoked if you:

1. Participate in the assessment under false identity
2. Circumvent or violate the 's procedures or security mechanisms

☐

Check this box and provide your name, signature, and date in the space below to indicate your acceptance of the Intelligence Fundamentals Professional Certification Terms and Conditions.

Accept

Signature

Printed Name

Date

Appendix N: Acronyms

ADA	Americans with Disabilities Act
CGC	Certification Governance Council
CPMO	IFPC Program Management Office
CPOC	Component Points of Contact
DIE	DoD Intelligence Enterprise
DITEB	DoD Intelligence Training and Education Board
DoD	Department of Defense
EBK	Essential Body of Knowledge
FM	Functional Manager
FTW	Fast Test Web
HCMO	Human Capital Management Office
IFPC	Intelligence Fundamentals Professional Certification
NCCA	National Commission for Certifying Agencies
NDA	Non-Disclosure Agreement
OUSD(I)	Office of the Under Secretary of Defense for Intelligence
PDUSD(I)	Principal Deputy Under Secretary of Defense for Intelligence
PMO	Program Management Officer
UCEC	Unique Candidate Exam Codes
USD(I)	Under Secretary of Defense for Intelligence