



American Culinary Federation  
The Standard of Excellence for Chefs

## **Written Exam Proctor Prohibited Activities Agreement**

It is important for you, as a test administrator/proctor/teacher of an American Culinary Federation test, to know that the following activities are prohibited. Engaging in such activities may result in an investigation, loss of administrator/proctor abilities, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

### **I understand that before testing I may not:**

- Leave test materials unattended
- Remove test materials from the testing site
- Read test items during the test
- Copy, photocopy, scan, photograph, or record test content

### **I understand that during testing (including during breaks) I may not:**

- Offer incentives, use checklists, or monitor students for use of testing strategies
- Coach students during testing regarding test-taking strategies
- Assist students in answering test items
- Give students verbal cues or non-verbal cues
- Instruct a student to return to check his or her work once he or she has finished
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances
- Administer the assessment to my family members

### **I understand that after testing I may not:**

- Leave test materials unattended
- Remove test materials from the testing site
- Read through student test documents or responses
- Change student answers
- Discuss the content of the test with anyone, including students or other school personnel
- Reveal the content of the test via electronic communication, email, text, or posting to social media
- Shred any unused exams