



## APPENDIX A: COMPLIANCE REPORT

To verify that security procedures have been followed, this Compliance Report must be completed and returned with the examination materials following the administration.

\_\_\_\_\_  
Site Location

\_\_\_\_\_  
Number of Examinees

\_\_\_\_\_  
Examination Date

\_\_\_\_\_  
City, Country

PLEASE indicate whether the following procedures were followed by circling YES or NO. If any procedures are marked NO, please attach an Irregularity Report that explains why they were not followed.

YES	NO	Test booklets were securely stored before, during and after examination
YES	NO	Examination environment was quiet and met specifications as described in the manual
YES	NO	Examinee identification and admission documents were verified by checking the signature on the roster and the appearance of the examinee
YES	NO	No prohibited materials or personal belongings were allowed in the testing area but were left at a designated location away from the examinees
YES	NO	Examinees signed the attendance roster
YES	NO	Examinees were directed to specific seats
YES	NO	Test booklets were distributed to each examinee individually
YES	NO	Examination started on time and was timed properly
YES	NO	All unused test booklets were accounted for during the examination
YES	NO	Examinees were observed at all times and never left unattended
YES	NO	If more than one examinee took a break at the same time, examinees were escorted
YES	NO	Test booklets were collected and counted before releasing the examinees
YES	NO	No examinee left the room due to illness or other emergency
YES	NO	There were no discrepancies in test booklet counts
YES	NO	No defective materials were discovered
YES	NO	No suspected cheating or examinee misconduct occurred
YES	NO	No unauthorized persons were present at any time
YES	NO	Examinees did not report suspected errors in any examination questions

PLEASE CHECK ONE:

\_\_\_\_\_ I certify that the examination was given in accordance with proper procedures as described in the manual. I certify the above information to be a true and accurate statement.

\_\_\_\_\_ This examination was not given in accordance with proper procedures. (Attach explanation and/or Irregularity Report)

\_\_\_\_\_  
Name of Administrator

\_\_\_\_\_  
Signature