



# American Board of Examiners in Psychodrama, Sociometry and Group Psychotherapy

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## DUTIES AND RESPONSIBILITIES OF THE PROCTOR

The written examination proctor is a trusted and valued part of the professional certification process in psychodrama, sociometry and group psychotherapy. If a candidate does not wish to take the written examination via email then that candidate can take the written examination via a proctor. The person taking the exam submits the name of a potential proctor, but the executive director appoints the proctor. If using a proctor to administer the written examination, the proctor must live in either the United States or Canada and the examination must be taken in either the United States or Canada.

### Duties of the Proctor

The primary duty of the proctor is to serve as a time-keeper for the written examination and thus ensure that all candidates have an equal amount of time to take the written exam. The proctor is also responsible for receiving the examination questions and returning the completed exams to the Board.

The written examination is customarily given from 10 am to Noon and 1 pm to 4 pm. Unless receiving specific written authorization from our Executive Director, no candidate is allowed more than two hours for Part I or three hours for Part II. The proctor, with consent of all the candidates in that location, has the authority to lengthen the lunch break. The proctor is not required to stay in the room or monitor each candidate's writing.

Following the completion of the exam, the proctor should escort the candidate(s) to the nearest photocopying service. Each candidate should make a copy of his/her own examination. The candidate keeps a copy of his/her own examination and the examination questions. The proctor mails the original exam(s) to the Board. Immediately after the examination the proctor should take the exam(s) to the nearest post office or the nearest post office box.

### Qualification and Ethical Standards for the Proctor

The proctor must have high ethical standards and must be beyond even the appearance of impropriety. The proctor cannot have any personal or professional interest in the passing of a candidate or candidates. No money, gifts or favors may be exchanged between the candidate, or any agent on their behalf, and the proctor.

The proctor can neither be a certified psychodramatist nor a student of psychodrama. The proctor is prohibited from being in a dual or multiple relationships with any of the candidates for certification. Definitions of dual relationships include, but are not limited to the following: business partners, clients, supervisors, relatives, personal friends, romantic liaisons, etc. Proctors may not have any dual relationship with a candidate's significant others (e.g., A candidate's spouse's secretary can not serve as a proctor, etc.).

The proctor may be any neutral third party. Most often proctors are retired individuals, senior citizens, students from a local community college or college, other mental health professionals, teachers and professors, medical

professionals, or administrative assistants. Many candidates seek and obtain proctors through a local library or through contact with a healthcare organization or university.

## **Honorarium for the Proctor**

The Board pays the proctor an honorarium. The honorarium is dependent on the local cost of living and the number of candidates taking the examination. Failure by the proctor to comply with the duties and responsibilities as outlined in this policy may result in nonpayment. Depending on the geographical area proctors are routinely reimbursed from between \$75 and \$125 per day. Please note that the proctor's main duty is to serve as a time keeper. The proctor may read, study, or surf the Internet during the actual examination time as long as the proctor maintains the time boundaries for the candidate.

## **Reimbursement for the Proctor**

The candidate will reimburse the Board for 100% of the expenses of the proctor.

## **Communication with the Proctor**

The proctor will provide the Board with a day and an evening telephone number and a street address.

Each proctor will receive three letters. The first letter will verify the proctor's understanding of the duties and responsibilities of being a proctor, specify the honorarium fee and verify the proctor's preferred mailing address.

The second letter will arrive four to five days prior to the written exam. This package will include the questions for the written exams, a list of the candidates in the area and all other final information about the examination process. The third letter will be mailed within thirty days following the written examination. The final letter will include payment of the honorarium.