

Proctors Code of Ethics

Preamble

The National Property Management Association Proctor Code of Ethics:

- I will recognize that all individuals inherently desire to practice their occupations to the best of their abilities.
 - I will assume that all individuals want to do their best.
 - I will maintain a broad and balanced outlook and will recognize the value in the ideas and opinions of others.
 - I will be guided in all my activities by truth, accuracy, fair dealing, and good taste.
 - I will keep informed of the latest developments in techniques, equipment, and processes.
 - I will recommend or initiate methods to increase productivity and efficiency.
 - I will support efforts to strengthen the property management profession through training and education.
 - I will earn and carefully guard my reputation for good moral character and citizenship
 - I will recognize that leadership is a call to service.
-

Exam Equality

Proctors should be honest, fair and impartial in the performance of their responsibilities as Proctor

Proctors should:

- Ensure testing is conducted in a fair and concise manner for all candidates
 - Diligently work out all problems and issues arising to the satisfaction of the candidate and NPMA with minimum interruption or disruption to others
 - Provide a testing atmosphere that is quiet, comfortable and without interruptions.
 - Ensure that testing materials received from NPMA Headquarters are the correct materials prior to the scheduled exam date; and resolve discrepancies before the exam date.
 - Monitor candidates during the exam to make sure there is no dishonest behavior.
 - Seek to meet all the requirements for persons with disabilities as requested by Headquarters and assist as needed.
 - Agrees not to discriminate against examinees based on race, color, religion, sex, national origin, and age, physical or mental disabilities. Further agrees to report any acts of discrimination to NPMA Headquarters during the examination.
-

Maintain Integrity and Creditability

Proctors should protect the integrity and creditability of the NPMA Certification Exam by maintaining security before, during and after the exam.

Proctor should:

- Secure materials before and after the examination.
- Ensure exam materials are secure and uncompromised.
- Promptly report to NPMA Headquarters if suspicious or witnessing acts of cheating, copying, sharing, or if the examination has been compromised.
- Ensure that no manuals, notes, electronic copies of manuals, Student Study Guide or other materials are used during the exam.
- Validate the identification of the examinee by acquaintance or validation of a photo id.
- Maintain confidentiality of the examination, examinees and the Certification Program.
- Agree to disclose to the NPMA Headquarters any instances of potential Conflict of Interest.

I _____ (print name) as a applicant for the position of Proctor of the NPMA Certification Program, am committed to following the ethic guidelines as stated above. I will dedicate myself to upholding the creditability and integrity of the NPMA Certification Program by conducting these duties with a high standard of professionalism and competency. I will be accountable for all of my actions and to this Code of Ethics and my acceptance of this fiduciary responsibility. I will follow these principles in all environments and abide by them completely while fulfilling my duties as an NPMA Proctor.

Signature: _____

Chapter: _____ Date: _____