

**ACTA (CTM) KNOWLEDGE EXAM  
PROCTOR / EXAM LOCATION FORM**

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**General Information:**

Candidate Name: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Exam Time: \_\_\_\_\_  
Allow 4 hours

**Exam Location Details:**

Name of Company or person (if home) \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone of location: \_\_\_\_\_

**Proctor Details:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Exam Candidate: \_\_\_\_\_

***Please have your proctor sign off on the declaration below:***

Declaration: I \_\_\_\_\_ (name of proctor) qualify to be a Proctor based on the criteria listed on the reverse of this form. I declare that I have no conflict of interest with any of the candidate(s) writing the exam and that I am not related to them. I affirm that I will not divulge any information on the exams or copy, reproduce or store in an electronic system or any other storage system, any of the information contained in, or information about, the exam.

**Please include a photocopy of the Proctor's business card or other identification, along with this application.**

**SIGNATURE:** \_\_\_\_\_

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Please Email to [certification@acta.ca](mailto:certification@acta.ca) or Fax this form back to ACTA at (905) 282-9826 and allow 10 days for processing.

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**Incomplete forms will be returned and may result in a delayed exam**

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# ACTA KNOWLEDGE EXAM PROCTOR / EXAM LOCATION FORM

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## What is a proctor?

A proctor is an impartial 'supervisor' for the writing of the exam. His or her responsibility is to:

- ensure the integrity of the writing of the exam
- make certain that there are no disruptions
- check the candidate's photo identification to ensure that they are the actual candidate registered to write the exam
- make sure that the candidate completes their own exam
- use established procedures to deal with issues that may arise during the writing of the exam

## Who may proctor the exam?

- The key to finding a proctor is to ensure that there is not a conflict of interest
- 'Conflict of Interest' in this context, means that the Proctor does not work for the same agency/organization as those who are writing the exam, and that there is no relationship between a Proctor and a candidate that could call into question the impartiality of the Proctor (e.g. spouse, relative, business partner etc.)

## Examples of appropriate Proctors

- Someone from outside the industry who fulfills the following criteria:
  1. Maturity (i.e. the ability to oversee an exam)
  2. No interest in the subject matter (the person has no interest in studying or working in the travel industry)
  3. No conflict of interest (they have no relatives or friends in the exam sitting for they are being asked to proctor)
- A Travel & Tourism Educator, or another academic whether active or retired, whether associated with the travel industry or not, provided there is no conflict of interest. However, if the Travel & Tourism Educator is required to write the Knowledge Exam, or chooses to write this exam, then they must pass the exam first.
- A Certified Travel Counsellor or Certified Travel Manager who does not work for the same agency or agency chain and has already passed the Knowledge Exam, provided there is no conflict of interest. For a list of CTCs and CTMs in Canada, visit <http://www.acta.ca/travel-directory>
- An agency manager who does not work for the same agency or agency chain, and who has already passed the Knowledge Exam, provided there is no conflict of interest.
- A travel counsellor who has already passed the exam and does not work at the same agency, provided there is no conflict of interest

## Proctor General Information:

- The proctor must be available for the full exam time.
- ACTA reserves the right to deny using a candidate's "requested proctor".