

ADMINISTRATION OF SERVICE AGENT EXAMINATION

1. Proctor must identify the applicant by driver's license or other photo identification. Absolutely no admission is allowed without photo identification.
2. Applicant must pay \$35.00 examination fee per examination, payable to the Sealer's Office.
3. Proctor must enter the examination booklet number (located in the upper right corner of the examination booklet) on the examination log.
4. Applicant must sign the log when receiving the examination material.
5. Applicant must print his/her name on the examination answer sheet and circle the letter of the exam.
6. Examination must be given in a quiet place.
7. Examination must be uninterrupted.
8. Proctor must be present during the entire examination.
9. Each examination must be taken at one sitting.
10. No resource materials can be used.
11. No assistance can be given.
12. The applicant must sign out when returning all the examination material.
13. Proctor and examinee must certify on the cover of the examination that it was administered in accordance with the Division's instructions.
14. Proctor grades the examination. A passing score is 70% or more.
15. Applicant's name and address must be legible.
16. If the applicant passes, the license on the application must be signed, dated, detached, and retained by the agent as well as the receipt.
17. Proctor keeps all answer sheets, whether passed or failed, with the application form.
18. Proctor copies the application form and forwards the copy to the Division of Measurement Standards within 30 days.