

Security University Testing

SUT Proctor Policy/ Program Overview

All Security University Testing (SUT) exams corresponding to new certification attempts and new recertification attempts are required to be proctored. The costs are as follows:

- Security University Q/ISP challenge certification attempt is \$399
- Recertification attempts are \$50

Certification Exam Format

One exam format — All Security University Qualification/ Certification attempts are comprised of a single exam that will cover all Q/ISP certification objectives. Qualification/ Certification exams are two or three hours in length, depending on the specific certification attempt.

Open book policy — Security University Q/ISP Qualification/ certification exams are not open book format.

Other SU exams are open book at the 2 hour of a 2 hour exam, but not the Q/ISP Qualification/ Certification.

All exams are not open internet or open computer. Candidates for the Q/CA and Q/PAA exams are allowed to bring course books, reference material, printed notes. Electronic devices not allowed, palm computers, CD-ROM or USB flash drives. Candidates will not be able to access anything stored electronically during the exam. Please print study guide materials and bring to class.

The primary method for taking a proctored exam is online through our testing partner Testrac. Testrac has nearly complete coverage in the USA and many testing centers throughout the world, and it is expected that any candidate within a reasonable driving distance from a Testrac center utilize this option. Testrac is also adding Security University testing sites as coverage gaps are identified.

Once you have registered for and gained access to your Security University Certification exam, Security University offers a number of different proctor options, including:

- Security University Proctored Exams online through Testrac Test Sites (*PREFERRED*)
- Take the exam at a SU event with proctoring services. Please note that you can sit for a Security University exam immediately following the corresponding SU training course. Only pre-existing Security University exam attempts are eligible to be taken at a SU event.
- Take the exam at a local accredited college or university with a relationship with SUT.
- Take the exam with a Security University Advisory Board member serving as your proctor
- A Security University or SUTS staff member, Instructor or Local Mentor may act as a proctor
- Department of Defense employees may be able to use their local Education and Training Office personnel as proctors.

Proctor Responsibilities

Potential proctor candidates must first sign up for a free SUT proctor account. All Security University proctor roles are administered through the Testrac portal. The potential proctor must then fill out and agree to comply with the Security University testing Proctor Code of Ethics agreement, provide proof of identity (valid

government ID) and email the form to SUT proctor-app@SUT.com Once the proctor has been approved, the new proctor will be contacted with instructions on creating a unique proctor password through the SUT Testrac portal. This proctor password is what will be used to unlock a student's exam.

The responsibilities of a Security University proctor include verifying the student's identity by checking the student's valid picture ID and enforcing the guidelines described below in a controlled testing environment.

- The proctor will abide by the Security University code of ethics posted at [Code of Ethics](#).
- The proctor will verify two valid forms of identification (at least one with a photo) for every candidate.
- The proctor will ensure the candidate does not use a cell phone, telephone, calculator, camera, or any electronic devices as reference material during the exam.
- The proctor will ensure that the computer used to administer the online exam is only used to access the Security University exam engine.
- The proctor will verify that the candidate has only one web browser open during the exam, and that browser is exclusively pointed at the Security University exam engine.
- The proctor will verify that the candidate does not perform prohibited activities during the exam including: tabbed browsing, internet searches, copying exam questions to a local computer, instant messaging, and no use of other electronic reference materials (including PDFs).
- The proctor will allow the candidate to use no more than one standard size book bag of reference books during the exam. These references can include SUTS course material, personal notes (including courseware indexes), other books and magazines.
- The proctor will report any attempt by the candidate to circumvent these guidelines to Security University immediately.

Proctor Code of Ethics Agreement

The Security University Proctor Code of Ethics Agreement must be submitted in order to set someone up as a proctor for Security University certification exams.

The potential proctor must completely fill out the Ethics Agreement and have it verified by a third party that has been authorized to witness and authenticate documents (these individuals are called Notary Publics in the United States). Many local and regional government websites maintain a list of people authorized to act in this capacity. Additionally, this service can also be offered by some postal services. If you are having difficulty locating someone to authenticate the form, please email info@securityuniversity.net.

Once the potential proctor has completed the Ethics Agreement, they should fax the document to Security University (fax number is listed on the top of the Agreement form) and send an email to info@securityuniversity.net letting us know the form has been faxed. Once the document has been received and approved by Security University, the proctor will be contacted by a Security University representative with information on the final steps of the proctor set-up process. It is the responsibility of the certification candidate to submit the Ethics Agreement at least a few business days before they wish to sit for the exam, in order to ensure there is enough time for the proctor to complete the set-up process.

SUT Proctored Exams through TESTRAC Test Sites— The primary method for taking a proctored exam is through our testing partner Testrac with abundant test centers throughout the world. Any candidate within a reasonable driving distance can take a proctored SUT exam.
<http://www.securityuniversity.net/SUT/testcenter.php>

After your register and have received SUT Testing center documentation should you attempt to schedule a test. SUT / Testrac offers of a web friendly solution to schedule your proctored exam.

You can contact SUT by email at test@su-testing.com or us at 877-357-7744

Cancellation Policy

In the event that you need to reschedule a confirmed test call us - I'm sure we can assist you for NO CHARGE.. if however you reschedule your exam greater than 2 times you will not be refunded your exam fee, you will not pass go and you will not be able to take the exam because you have seriously put out a number of people who want you to succeed! So please keep your exam test date.

What exam will your proctor today?

Please print and sign your name_____.

Sign and date _____

SUT Alternative Proctor Program - Call us, we come to you!

SUT Proctor Program

We love to fly, and if you pay our way we can test unlimited students. We travel anywhere in the world to proctor exams.

and if we can't get there we can assist you to:

- ☑ Take the exam at a SU class or event
- ☑ Take the exam using a local accredited college or university
- ☑ Take the exam with a SUT Advisory Board member who would be honored to serve as your proctor
- ☑ A SUT staff member, Instructor or Q/ISP who is a approved SUT proctor
- ☑ Department of Defense employees may be able to use their local Education and Training Office personnel as proctors.

Steps for establishing an alternative proctor:

Setting up a new proctor can happen with 24 hour notice. The SUT exam candidate is responsible for making this happen.

The SUT proctor will fill out the proctor email, when the form is approved by SUT - an Proctor will contact the candidate to set up a proctor time to exam. The candidate is already approved and the proctor will sign in to proctor the exam. The proctor also reviews the candidate ID, ensure the candidate is who they say they are and unlock the candidate's exam. The proctor will then be able to administer the exam and scan and send all collected signatures and other candidate information within 24 hrs .

Retakes & Extensions

All SUT Qualification/ Certification deadlines are in Greenwich Mean Time (GMT).

SUT adheres to the personal standards etiquette. If your 15 minutes late it's ok, please call to advise if you still taking the Qualification /Certification exam. If you do not show up at all, please request a retake and you have one retake at the retake fee of \$50.

Failed or Incomplete Exams:

If you fail a SUT Qualification /Certification Exam, you may purchase a retake for the cost \$50 at the SU register me website.

Once purchased, retakes are non-refundable and non transferrable.