2014 Proctor's Guide for the Certified Public Finance Officer Examinations

Government Finance Officers’ Association CPFO Program

Technical and administrative support for the CPFO program is provided by: Radford University’s Governmental and Nonprofit Assistance Center (GNAC).
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HANDLING TEST MATERIALS

Thank you for agreeing to proctor the GFOA’s Certified Public Finance Officer (CPFO) exams. The CPFO program is supported by Radford University’s Governmental and Nonprofit Assistance Center.

The testing materials for the GFOA certification programs are confidential and must be treated with extreme care. Maintaining the security of the examination materials is the primary responsibility of the proctor. The materials must be kept secure from the time you receive them until the time you return them to Radford University.

1. Please inventory the materials as soon as you receive them. An inventory sheet has been provided for you. Either e-mail pthill@radford.edu or call Radford University at 540-831-6734 within 24 hours to confirm receipt of the materials, and to report any shortages or damaged materials.

2. Under no circumstances should anyone other than the designated proctors and candidates have access to the testing materials. Materials should be stored in a locked cabinet or other secure place.

3. After the exam, all testing materials must be returned to Radford University within 24 hours. (See the section on Returning Test Materials for details.)
PRE-EXAMINATION INVENTORY

Test Site___________________________________ Test Date____________________

The enclosed materials are for the administration of the GFOA certification examinations. Please inventory the contents of the package(s) that you receive for the items listed below:

<table>
<thead>
<tr>
<th>Test Booklets &amp; Answer Sheets</th>
<th># sent by GFOA</th>
<th># Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governmental Accounting, Auditing &amp; Financial Reporting</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Treasury and Investment Management</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Debt Management</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Operating and Capital Budgeting</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Retirement &amp; Benefits, Risk Management and Procurement</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Answer Sheets</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

Have you received the following? YES NO

- Airbills for returning answer sheets  □  □
- Candidate Roster  □  □
- Pencils  □  □

After inventorying the contents, please email pthill@radford.edu or call the Radford University office at (540) 831-6734 within 24 hours of receipt to verify the contents and report any discrepancies.
ROOM PREPARATION

The proctors should arrive at the test site no later than one hour before the examination. This will allow adequate time to check the room, organize the materials, and deal with any unanticipated problems such as locked facilities, incorrect set-up, etc. The following list should help you prepare:

- Is the room set up appropriately? Are there enough chairs and tables for the expected number of examinees? Are they spaced properly?

- Is the lighting and air conditioning/heating working properly?

- Make a note on the Proctor’s Instructions to Candidates of where the restrooms and water fountains (or water station) are located.

- Is there a blackboard? Chalk? Clock? If there is nothing to write on, a proctor will need to announce the time periodically during the examination (see Examination Schedule). Please be sure to bring a watch with you to the site in case there is no clock.

- Are there any exits through which a candidate could leave without being seen? If so, they should either be locked or monitored by a proctor.

- Is all of the necessary registration material at the registration table (roster, etc.)?

- Do you have all of the examination materials on hand?

NOTE: THE EXAMINATION MATERIALS SHOULD NEVER BE LEFT UNATTENDED FOR ANY REASON.
REGISTRATION, ADMISSION, AND EXAMINATION SCHEDULE

Proctors should be at the test site at least one hour before the examination to ensure that the facilities are properly set-up. (Please refer to Room Preparation.) Candidates are instructed to arrive at test site one-half hour before the examination starts.

The GFOA does not prohibit candidates from bringing small food or beverage items (e.g. coffee, candy bars) into the testing room unless the regulations of the testing facility prohibit it. However, please use your judgment should any problems occur or if the comfort of other candidates is affected.

The examination should begin at 8:30 a.m. or 1:30 p.m. The Instructions to Candidates should begin at approximately 8:15 a.m. or 1:15 p.m. At sites with very large or very small groups of candidates, the process of registering candidates may take more or less time. In that case, the testing period may begin early or late.

If all the candidates have checked in and are present before that time, you may begin early. All candidates must stop writing 3½ hours after the exam begins. The proctor should record the start and stop times in the appropriate place on the Test Administration Report Form.

ON-TIME ARRIVALS

All candidates’ names should appear on the test site roster. If a candidate presents at the test site to register and is NOT on the roster, do not admit that candidate without first contacting the Radford University office at (540) 831-6734, if possible. To register the candidate, verify that his/her name appears on the test site roster, and verify the admission ticket and photo identification. Check them off on the roster.

All candidates must present an admission ticket and a form of photo identification. If a candidate does not have a photo ID, that candidate cannot be admitted to the exam. Have the candidate retain the admission ticket at check-in. The admission ticket should be collected when the exams are distributed.

LATE ARRIVALS

Candidates who arrive late may be admitted to the examination after the proctors verify their registration. No special instructions should be given to these candidates. They should be directed to read the general instructions on the cover of the exam booklet. However, please emphasize that they must put their name and the name of the exam on their answer sheet. Also, inform these candidates that they will not be allowed any additional time. They must stop writing along with all of the other candidates, regardless of how much time is missed.
PROCTOR’S INSTRUCTIONS TO CANDIDATES

Do not begin until all candidates that checked in on time are registered. Pass out the answer sheets before reading these instructions.

Announce that you are ready to begin and ask all candidates to take their seats. Introduce yourself and then begin.

**SCRIPT**

*On behalf of the Governmental Finance Officers Association, welcome to the examination. This examination covers the field of_____________________. It consists of 175 multiple-choice items. You will have 3½ hours to complete this exam. To help you pace yourself, I will announce the time at regular intervals.*

Announce the time at:
- 1 hour after starting
- 2 hours after starting
- 3 hours after starting
- 5 minutes before the end of the exam

*For your convenience, water is located___________________.*

*The restroom(s) is/are located____________________.*

*If you leave the room during the exam, the test materials MUST remain in the test room. Please insert the answer sheet in the test booklet, close the booklet and turn it over on your desk. Please note that you will not receive any additional testing time for the time you spend outside this room.*

*No test items are to be copied or any notes to be made. You may write in your test booklet, but you must record your answers on the answer sheet. Only the answer sheet will be scored. If you wish to make comments about any of the test items, refer to the instructions on the exam booklet cover. Your comments will be reviewed before final scores are determined.*

*Please record your information on the answer sheets.*

*At this time, make sure that all paper, purses, briefcases, and any other personal belongings are on the floor.*

*Wait until all the tables are completely cleared and continue…*
I will now pass out the test booklets. Do not open your test booklet until I instruct you to do so. I will also collect your admission tickets when I give you the test booklet.

As you distribute the exam booklet, collect the admission tickets. Please verify that the exam you distributed agrees with the exam indicated on the admission ticket.

After all of the test materials have been distributed, continue...

There are complete exam instructions on the cover of the exam booklet. Be sure to read them before you begin the exam. There are, however, some instructions that should be emphasized at this time.

Write the name of your exam in the upper left corner of your answer sheet above your name. Fill in the special codes section of your answer sheet with the number on the front of your exam. Write your name in the appropriate spaces on your answer sheet and fill in the corresponding letter bubbles underneath. Please be sure to sign and print your name on the cover of the test booklet. You may write in the exam booklet, but only the answer sheet will be graded.

There is only one correct answer for each item. Completely blacken the circle that corresponds to the letter of the answer you choose. There is an example on the front of your exam booklet. There is no penalty for guessing, so it is to your advantage to answer all these items.

As the proctor, I am not able to answer questions, clarify, or comment about any of the testing items. If you are unsure about an item, blacken the circle of what you consider to be the best answer and continue working.

If you decide to change an answer, erase the original answer completely. Incomplete erasing or stray marks on the answer sheet may be counted against you. If you tear or make a hole in your answer sheet, please let me know and I will bring you a new one.

You may leave the room as soon as you are finished. Bring your test booklet and answer sheet to me.

Your results will be mailed to you in 5 to 7 weeks. All results are held in strictest confidence, and additional score reports will only be mailed upon submission of a signed, written request from you. No score is released over the telephone.

Are there any questions?

Wait until there are no questions and continue…

You may now open your booklets and begin. Good Luck.
DURING THE EXAMINATION

Do NOT answer any questions about the examination content. If an examinee thinks a test item is misprinted or incorrect, instruct them to answer it to the best of their ability. Assure them that you will call it to the attention of the GFOA. The examinee may also make a note next to that item in the test booklet. Please report any such event on the Test Administration Report Form in the Candidate Comment section.

If you are asked about the interpretation of a question, tell the candidate that you cannot provide that information. Advise the candidate to read the question carefully and to answer the question to the best of his/her ability.

If a candidate needs to leave the room for any reason before he/she has finished the exam, the test materials MUST remain in the test room. Make sure that the test booklet is CLOSED and that the answer sheet is inserted in the booklet. This will make sure that none of the examinee’s answers are exposed to any other candidates.

Under no circumstances may an examinee remove materials from the room. Should an examinee remove any materials from the testing room, make sure to note that on the Test Administration Report Form. Inform the candidate that the incident will be reported to GFOA and that his/her test scores may be voided.

POST-EXAMINATION PROCESSING OF CANDIDATES

Candidates may leave the testing room as soon as they have finished the examination. Before you permit a candidate to leave the room, please do the following:

1. Collect the test booklet and answer sheet from the candidate.

2. Verify that their name and Special Code are correctly filled in on the answer sheet, and that the name of the exam appears in the upper left corner of the answer sheet.

3. Verify that the candidate has signed the test booklet.

When all candidates have left the room, perform a final count of the test booklets, admission tickets, and answer sheets. Verify that the number of each matches the number of candidates.

If there is a discrepancy, do NOT delay returning the answer sheets and other testing materials. Immediately document the incident in writing, and call Bruce Chase at Radford University (540-831-5744). If the Radford University office is closed, please leave a detailed voicemail message.
TEST ADMINISTRATION REPORT FORM

Test Site______________________________________________________________

Test Date______________________________________________________________

Chief Proctor__________________________________________________________

Number of Candidates Present____________________________________________

Please list below the names of any individuals who did not report for the examination:

1. _____________________________________________________________________

2. _____________________________________________________________________

3. _____________________________________________________________________

Candidate Comments:
_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Time Test Administration Began__________________________________________

Time Test Administration Completed______________________________________
(List specific time candidates stopped work on the exam)

DESCRIPTION OF IRREGULARITIES
(On the bottom of page 10, please list any irregularities that occurred during test administration. Incidents should be verified by the signature of at least TWO proctors, when possible.)

□ There were no irregularities during this test administration

Signature of Chief Proctor________________________________________________

Date_______________________________________________________________________
IRREGULAR BEHAVIOR INCIDENTS

If during the course of the examination an examinee is suspected of giving or receiving information, or of using unauthorized aids, the proctor should follow these procedures.

1. Stand near the candidate and closely observe his/her actions, silently making the individual aware that his/her actions are being monitored.

2. If the irregular behavior continues, confirm the activity with a second proctor.

If the activity IS confirmed by a second proctor:

1. Continue observing the candidate after confirming the incident.

2. If both proctors agree that the candidate is giving or receiving information, or is using an unauthorized aid, the chief proctor should, at the close of the examination, notify the candidate that an irregularity was noted and will be reported to the GFOA. Advise the candidate that he/she will be notified of any action taken.

3. Prepare a written report outlining the incident, the names of the proctors confirming the incident, the name(s) of the candidate(s) involved, and where they are sitting. The incident report must be signed by all proctors involved. This can all be noted on the Test Administration Report Form.

If the activity is NOT confirmed by a second proctor:

1. Make a report of the incident as in step #3, above, but make a note that it could NOT be verified by an additional proctor(s).

2. Do not notify the candidate(s) involved that a report is being prepared and that the GFOA is being notified. The GFOA will consider the matter and what, if any, action will be taken.

NOTED IRREGULARITIES DURING TEST ADMINISTRATION:

__________________________________________________________________________
__________________________________________________________________________
RETURNING TEST MATERIALS

On the day of the examination (if possible), return all materials to Radford University via the enclosed prepaid UPS airbills. The sender information has been completed. All shipping costs are billed to Radford University’s account when you use the enclosed airbills.

Please assemble the return packages as follows:

**UPS Airbill (provided in packet)**

- Exam Booklets
- Answer Sheets
- Roster
- Admission Tickets
- All other test materials

Make sure to mark the boxes/packages **CONFIDENTIAL** and send to:

Dr. Bruce Chase  
Governmental and Nonprofit Assistance Center (GNAC)  
Radford University  
701 Tyler Avenue #244B  
Radford, VA 24142  
Phone: (540) 831-6734

Please call your local UPS office (1-800-742-5877) to arrange for pick-up or for the nearest drop-off location.