



NHICC



Examination & Proctoring Policy

THE NATIONAL HOME INSPECTOR EXAM PROCESS

The National Home Inspection Certification Council Exam is mainly a computer based online exam accessible through the Internet. The exam must be supervised by an approved person who acts as your Proctor. This exam is intended for those entering or currently engaged in Home Inspections.


The NHICC can typically provide a Proctor to invigilate a Candidate/Applicants online exam. Typically Skype or FaceTime is utilized. Alternatively a “Zoom” meeting can be arranged with the NHICC.

HOW DO I ACCESS THE EXAM SITE?

The exam information and practice exam can be accessed through the following online website:

<http://74.208.129.158/>

☰ NHICC National Exam Test Centre You are not logged in. ([Log in](#))




General Info




You have reached the NHICC Exam and Test Centre Home Page. We recommend that you read the "Read Me 1st" documents that provides information regarding the background for the NHICC Exams and TIPR (Test Inspection with Peer Review) process. We **welcome** ALL home inspectors and those seeking a career in home inspections.


This site is intended for home and property inspectors that have filed an application to become a "Candidate" in the NHICC. A fee is assessed for those participants that want to take the formal exam process. The links to the formal exams are password protected.

Need access? - email: clawrens@mnsi.net

Our Home page is: www.nationalhomeinspector.org

PROUD MEMBER
 Institute for Credentialing Excellence

-  [Who are we?](#)
-  [Application Process](#)
-  [Accredited Training](#)



The entrance “Home Page” to the exam site should look like this.

Feel free to explore and familiarize yourself with the exam site.



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Username

Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Some courses may allow guest access

Log in as a guest

Prior to login the candidate must complete the following steps. See Steps required below.

Step 1 – The applicant/candidate must send an email to the exam/site administrator indicating their interest in accessing the NHICC National Exam Website. The email contact is: nhicc1@gmail.com

Step 2 – The applicant/candidate will be sent a response to gain access to the website, once the exam fee has been completed. At this point the candidate is enrolled into the NHICC exam portal website. This allows the applicant/candidate to set up a login protocol and review the information provided about the online exam and an opportunity to try the “practice exam”. *(See entry page above and practice exam in the image below).*

Information is also offered regarding the NHICC TIPR – Test Inspection with Peer Review process. This involves actual field testing on a given home and evaluation of the candidates reporting and communication skills.

Step 3 – Once the applicant/candidate is ready to proceed with the exam, he/she must adhere to the following exam requirements (listed below on the following page – WHO CAN PROCTOR YOUR EXAM?)

Alternatively the NHICC can provide you with one of our Examiners as a Proctor.



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Menu icon | NHICC National Exam Test Centre | You are not logged in. (Log in)

Available courses

- Read Me 1st**
Teacher: Admin User
- Practice Exam**
Teacher: Claude Lawrenson
A [practice exam](#) is provided to give you a general idea of what to expect on the formal more detailed exam. You need to register to take the [practice exam](#). There's no fee. Entry Email: clawrens@mnsi.net
- National Exam**
Password Required - This is the Formal NHICC - National Home Inspector Exam. You must be registered with the NHICC to have access to the exam. Contact: clawrens@mnsi.net
- Examiners**
Password Required - An information place for NHICC Examiners.
- Test Inspection Peer Review (TIPR)**
Learn more about the TIPR and Process
- Modified TIPR**
Password Required - A modified TIPR is where special circumstances apply to the testing process. More info [here](#).

Manage icon

NOTE: Read Me 1st provides general information about the Exam Test Centre. There are multiple levels of participation listed.

A Practice Exam is provided.

Once an applicant/candidate is ready for the National Exam a separate password is assigned to take the exam.

WHO CAN PROCTOR YOUR NATIONAL EXAM?

THE NHICC Home Inspection Certification Exam must be supervised (proctored) by a responsible professional.

An approved NHICC Examiner can proctor your exam. Alternatively, it is the applicants/candidate's responsibility to find a suitable Proctor to supervise the exam. The Proctor must be approved by the NHICC Certification Council prior to writing/taking the exam. The ideal setting for the proctored exam is to seek a "test centre" such as at a local community college or library in your area.

An examination proctor is a responsible individual who is **NOT a relative, close friend, coach, or direct supervisor of the applicant/candidate.** If your workplace has a training program then one of the trainers can possibly serve as a Proctor as long as that person is not a close friend, relative, coach, or direct supervisor.

Suggested contacts for Proctors include a local high school teacher, college instructor/professor, school superintendent, school principal, education counsellor, public librarian and education officer. If your workplace has a training department or training centre you can take the test there. If there is a Human Resource (HR) department at your workplace (and you do not work for HR) you can ask someone in HR to administer the exam for you.



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Many people will agree to act as Proctor for no charge but the applicant/candidate should be prepared to pay for a prospective Proctor if it is required. It is the applicants/candidate's responsibility to pay for or find another Proctor if terms cannot be fulfilled.

PLEASE make sure you get the following information from your Proctor, as you will be required to fill out the Online Proctor Form.

- First and Last Name of Proctor*
- The Proctor's job title/position
- Proctor's E-mail address and Phone Number
- Name of the place of Business
- Mailing Address (department, room number, street address, city, province, and postal code)

REQUESTING YOUR NATIONAL EXAM

After you have set up a Proctor, and when you are ready to take a proctored exam, contact the National Home Inspectors Certification Council and complete the request an exam form on the next two (2) pages of this document.

E-mail is the best way to contact us. info@nationalhomeinspector.org

DETAILS OF THE NATIONAL EXAM

The exam is a 3 hour maximum closed book exam. The exam is primarily multiple choice style questions along with defect recognition photos to test your inspection observation and reporting skills. Further details are provided in our document – NHICC – Exam Details.

You should schedule to write your exam as soon as you are ready to challenge it and must have pre-arranged an approved Proctor. An examination fee is assessed based on completing your NHICC application fee. Link - <https://www.nationalhomeinspector.org/ApplicationFee.pdf>

In order to successfully pass the NHICC National Exam a passing score of 70% or greater is required. Alberta Home Inspector regulations as an example require 80% or better. If the Candidate scores between 65-69% they may retake the exam "free of charge" on the 2nd attempt. The rewrite must be taken after 10 days, and before 4 months' time limit.

Where a paper-based exam is permitted, special conditions must be guaranteed by the "Proctor" for the integrity of the examination. After you have taken the exam the Proctor must e-mail the exam to the NHICC (ASAP) after the exam is completed. The NHICC will confirm when they have received it.

If the exam does not arrive via e-mail or if it is in an incompatible format then the Proctor must contact the NHICC. It is the Proctor's responsibility to mail the test material upon completion.

**THE FOLLOWING PAGES MUST BE COMPLETED & SUBMITTED TO THE NHICC
IF YOU ARE PROVIDING YOUR OWN PROCTOR**



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APPLICANT/CANDIDATE INFORMATION

Applicant/Candidate Name: _____

Applicants Email: _____

Proctored - National Home Inspection Certification Exam

Requested Exam Date & Time*: _____

Proctor's Name: _____

Telephone: _____

Email: _____

Title: _____

Company: _____

Street Address: _____

(no P.O. Boxes please)

City/Prov./State/Postal Code: _____

Relationship to Applicant/Candidate: _____

(e.g., manager, training director)

TERMS OF AGREEMENT:

By signing this agreement both the Applicant/Candidate and the Proctor agree to adhere to the following conditions:

1. Under no circumstances should the Exam be copied or retained in any form.
2. The Applicant/Candidate is allowed a maximum of 180 minutes (3 hours) to complete the Exam. Typically most complete the exam in approximately 2 hours.
3. The Applicant/Candidate **may not** refer to any reference materials, books, manuals, notes, etc. during the Exam.
4. The Proctor **may not** help the Applicant/Candidate interpret exam questions or provide any assistance after the exam has started, other than proper supervision of the exam.
5. The Exam must be given in a quiet location where the Applicant/Candidate will not be distracted or interrupted.
6. The Applicant/Candidate is permitted to washroom breaks, if required.
7. The Applicant/Candidate may bring an alcohol free beverage, if permitted in the exam centre.

NOTE: The NHICC reserves the right* to accept or reject any Proctor.



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PROCTOR ACCEPTANCE FORM

I agree to serve as Proctor for the examination of the Applicant/Candidate listed below. An Examination Proctor is a responsible individual who is NOT a relative, close friend, coach, or direct supervisor of the Applicant/Candidate.

I officially state that I am not connected to the Applicant/Candidate as noted above and have read and do understand the required terms and conditions of the stated agreement, which includes the Terms of Agreement noted on the previous page.

Applicant/Candidate Name: _____

Proctor: (please print)

Name: _____

Address _____

City _____ Province _____ Postal Code _____

Contact Phone Number _____

Email Contact _____

Educational and Work Background: (Note below)

The exam is a timed, closed book exam 3 hours in length and must be administered in one sitting. It is also imperative that you are able to be present for the entire exam. The exam cannot be started or given to the Applicant/Candidate prior to the scheduled start time. The exam start time is time sensitive.

The exam must not be duplicated or copied under any circumstances.

Note for all exams:

Failure to abide by all proctoring procedures could result in an invalid exam for the Applicant/Candidate.

I have briefly explained what is expected of a Proctor and certify that the Applicant/Candidate listed above is not related to me.

Proctor Signature _____ Date _____