



**NHICC**



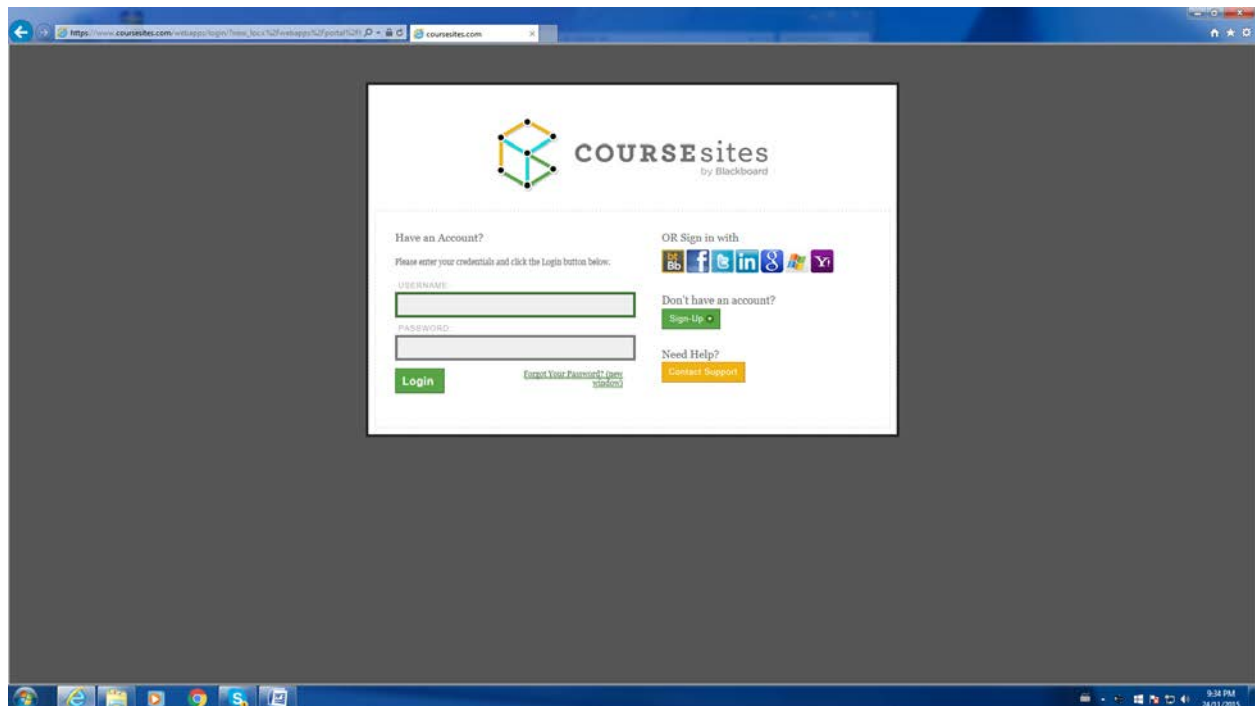
## Examination & Proctoring Policy

### 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.

### HOW DO I ACCESS THE EXAM SITE?

The exam information and practice exam can be accessed through the following online website:  
[https://www.coursesites.com/webapps/login/?new\\_loc=/webapps/portal/frameset.jsp](https://www.coursesites.com/webapps/login/?new_loc=/webapps/portal/frameset.jsp)



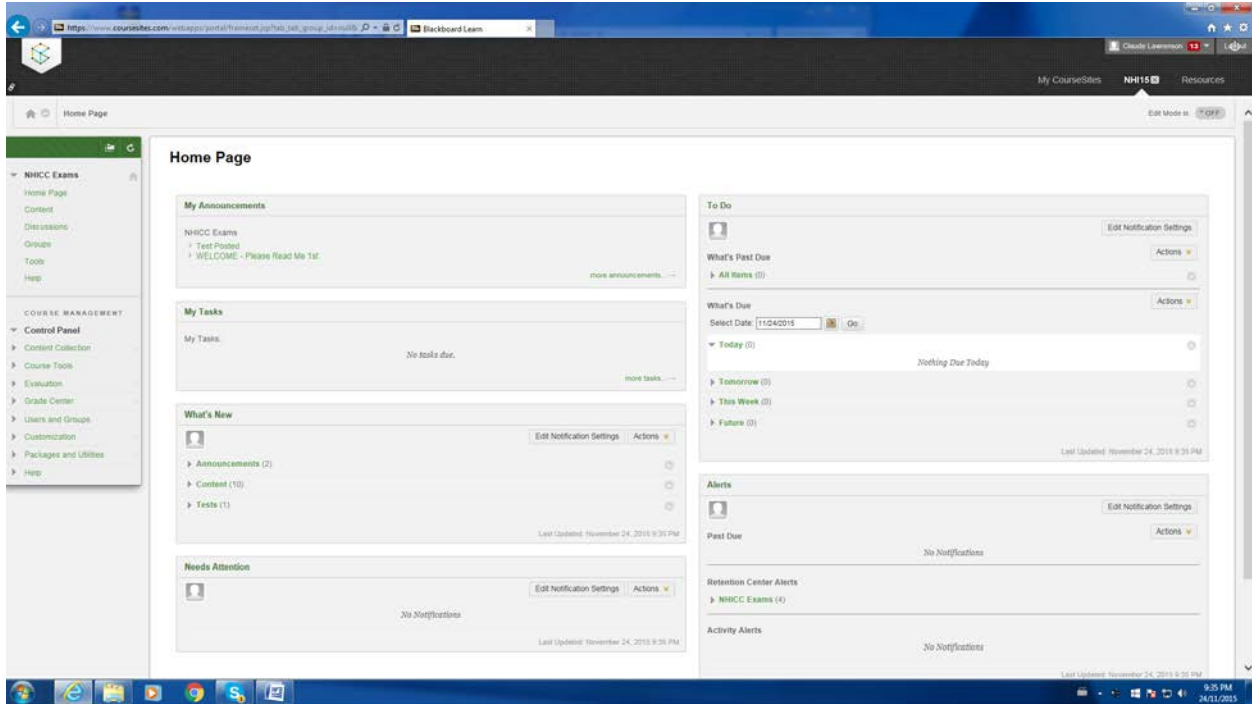
**Prior to login the candidate must complete the following steps. See Steps required below.**

**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](mailto:nhicc1@gmail.com)

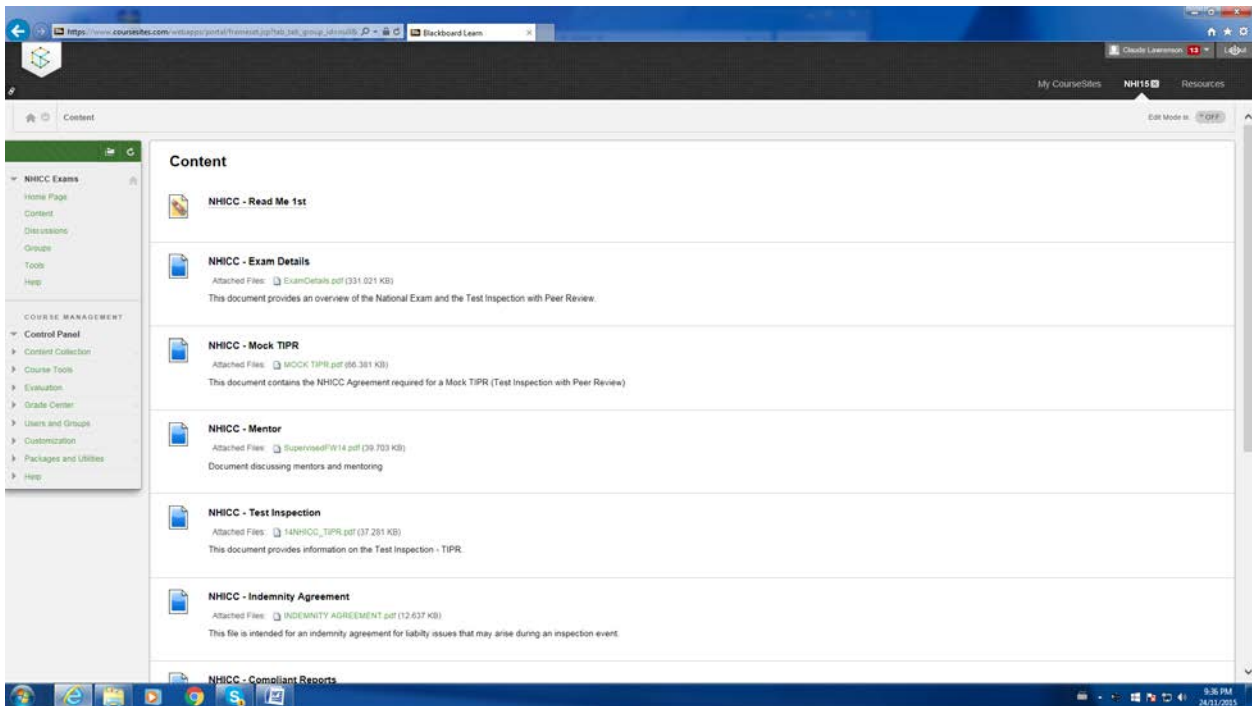
**Step 2** – The applicant/candidate will be sent an invitation response to gain access to the website. At this point the candidate is enrolled into the course site. This allows the applicant/candidate to set up a login protocol and review the information about the online exam and try the practice exam, once they login to the website (see entry page above). Information is also offered regarding the NHICC TIPR – Test Inspection with Peer Review process.



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The entrance “Home Page” to the exam site should look like this. Feel free to explore and familiarize yourself with the exam site. Here’s a look at some of the “Content” page.





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**Step 3** – Once the applicant/candidate is ready to complete the NHICC Home Inspector Exam Centre - National Exam he/she must adhere to the following exam requirements (listed below on the following page – WHO CAN PROCTOR YOUR EXAM?)

## **WHO CAN PROCTOR YOUR NATIONAL EXAM?**

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

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.

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](mailto: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.



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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 - <http://www.nationalhomeinspector.org/14NHICCFee.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.

Where a paper-based exam is allowed, 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**



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**APPLICANT/CANDIDATE INFORMATION**

**Applicant/Candidate Name:** \_\_\_\_\_

**Proctored - National Home Inspection Certification Exam**

**Exam Date & Time\*:** \_\_\_\_\_

**Proctor's Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

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

*(no P.O. Boxes please)*

**City/Prov-State/Code-Zip:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

*(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 Questionnaire 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)**

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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 \_\_\_\_\_