

**Instructions for Those Proctoring
The Crisis Worker Examination
for
The American Association of Suicidology
and the
Canadian Association for Suicide Prevention**

FOR WRITTEN EXAMS

- 1) Make certain the exam is scheduled in a quiet, private room without distractions. Ask everyone to turn off their pagers and cell phones. If you need to reach Joan Wright during the exam, call me at 780-732-6635 or 780- 913-7186.
- 2) Do not answer any questions about the exam except for them to use their best judgment in interpreting the question. Your role is mostly as a timer and proctor to prevent use of outside materials during the test. Ask them to leave anything they brought with them with you.
- 3) They are not to write in the exam booklet. They are to use the score sheet provided. There are 107 questions.
- 4) **Three** hours are allowed for the exam. Explain that at the beginning and announce the time left in the following way: 2 hours left, 1 hour left, ½ hour left, 10 minutes left, 1 minute left. Tell them at the beginning that you will be alerting them in the above way.
- 5) After they are done with the exam, collect the score sheets and the exam questions and return all that to Joan Wright, Canadian Certification Coordinator, Canadian Association for Suicide Prevention, #301, 11456 Jasper Ave, Edmonton, AB T5K 0M1 (780) 482-0198, (780) 488-1495 (fax), casp@suicideprevention.ca Make certain to count the exams and exam score sheets and match them with the test takers. Return any unused supplies. No copies should be made of anything but the answers.
- 6) Please make a photocopy of the exam answer sheets and keep them on file. In the rare event that the answer sheets are lost, there will be a back up. Please send all (used or unused) exam questions and score sheets back via a traceable method (Federal Express, UPS, Certified Mail, etc). Please do not use regular mail.

FOR ONLINE EXAMS

1. The AAS certification coordinator will furnish you with the website and password for each participant. The name must be entered exactly as specified. The password is in all caps.
2. You need not stay in the room if you have removed cell phones and all extraneous material.
3. Time the exam. They will be allowed 3 hours. As suggested in #4 above remind them of time left on the exam. Make sure the room is comfortable and quiet. There are 75 questions on the online exam. Each exam is different.
4. Encourage them to flag questions that they are unsure of. The computer program tracks the flags so they can easily go back for a review.
5. When they are finished they need to hit the “Submit” button. They should not use that button until they are done. If they hit it by mistake sooner the test will be lost.

6. The computer will score the test immediately. The test taker will get a formal letter from AAS confirming the results and sending a certificate in the case of a passing exam. Their performance in each of the 5 categories will also be reported in that letter if they fail.
7. The test taker should never use the back button to return to a prior page. Should that happen by mistake, however, the exam will automatically “save” at one minute intervals. If someone hits the back button or gets disconnected in any other way, they can log back in using the same web link, username and password except they should also click the little check box labeled “Only click this box to continue a saved exam”. They will then be able to pick up where they left off.