



**Certified Professional
in Catering and Events**

CPCE Exam Proctor Guidelines

NACE must approve all proctors. A current CPCE or a colleague that is not considered the candidate's supervisor or subordinate may serve as an exam proctor. Approved proctors also include accredited college or university testing center staff, accredited college or university advisor or counselor or U.S. military base education officer.

Inappropriate proctors are family members, friends, supervisors and subordinates. If an individual does not meet the above requirements, an exception may be granted. Please contact NACE Headquarters to request an exception (cpce@nace.net).

Volunteer Proctors for the CPCE Exam agree to the following:

- I am not the candidate's supervisor or subordinate.
- I verified the candidate's identity with a photo I.D.
- The candidate did not use any resources, unless instructed to in the directions of the examination.
- I did not leave the candidate unattended at any time during the examination.
- The candidate did not copy down any questions to take from the examination room.