Proctor Instructions

The role of the proctor is crucial to the proper administration of the examinations given by SOFE. You must ensure the integrity of the examination process as well as provide the examinee with an understanding of the entire procedure.

The test taker is required to coordinate an appropriate time with the proctor. You may limit the days/times you will be available to proctor examinations. Each examination is automatically timed by the system allowing up to 3 hours for each examination.

Examinations are now available online throughout the year. Test Registration Forms are not required as long as the examinee is a member of SOFE, or a non-member who has taken an exam since March 2012 and they are paying by credit card at the time of the exam. Each examination contains fifty multiple choice questions pulled at random from a bank of 250-300 questions. No two exams are alike. If a retake is required the exam will not contain any questions used from a previous time.

The Testing Environment

It is the responsibility of the proctor to ensure a suitable environment for the test administration and to monitor the examinee during the test. A dedicated computer with an internet connection should be provided. The test should be given in a secluded, quiet environment free of distractions. Materials which may provide answers to the test or allow transfer of test items should be removed (Computer files, textbooks, notes, papers, cell phones, etc.)

Responsibility of the Proctor on Test Day

The Testing website is on a different server from the SOFE website. Once you have notified SOFE of your willingness to become a proctor, SOFE will send you your username and password plus a Proctor's Oath that should be signed and returned.

Please guard your username and password and do not share the information with anyone at any time. If you do not remember your log in information or you believe it has been jeopardized, contact the SOFE office. (Before the day of the test, log into the test.com site to be sure you can access it. If you have any problems, contact sofe@sofe.org or at 1-800-787-7633 between the hours of 8:30 AM ET and 4:30 PM ET Monday through Friday.

On the day of the examination, the test taker will log onto the testing website at https://www.mytestcom.net/app/myTestcom.cfm?accountLogin=SofeORG123.   The examinee will use their own username and password. After logging in, they choose the exam they have been studying for, and the website will ask for the proctor to sign in.   The next screen is where the test taker will enter their payment information. After the card is authorized, a receipt will be e-mailed, some simple instructions will be given including the' Oath Regarding Tests and Examinations' followed by the examination questions. When the test is completed, the score will appear on the screen and an e-mail will be sent to the test taker. A certificate will be attached to the e-mail when the examination has been passed.

If you are unable to log in or you encounter any technical problems, please contact SOFE at 800-787-7633 between the hours of 8:30 AM ET and 4:30 PM ET Monday through Fridays. To avoid loss of input or test access time, the proctor or examinee should avoid closing the browser during the three-hour test time limit.

SOFE Online Testing website please use the following URL in your browser:
https://www.mytestcom.net/app/myTestcom.cfm?accountLogin=SofeORG123 .