



REFEREE TESTING: REQUIREMENTS & PROCEDURES MANUAL

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Background

This manual describes and defines the requirements for all referee ranks in USA Powerlifting. Additionally, the procedures for the written exam (taken online via a computer) and practical exam are specified. In order to serve as a referee at any event, all of the following are required:

1. Current USA Powerlifting membership
2. SafeSport completion on file with National Office
3. Background check on file with the National Office
4. Signed DCO Agreement <<https://form.jotform.com/usapowerlifting/ado-dco-agreement>>
5. Doping Control Officer Online Course <<https://usapowerlifting.thinkific.com/courses/doping-control-officer-training>>

Any referee, regardless of rank, who is inactive as a referee in USA Powerlifting for a period of 4 years (i.e., 48 months) or more will have their referee status changed from “active” to “inactive.” Inactive referees who want to have their referee status reactivated must submit a written request to the Technical Committee (TC). This request must provide both of the following:

1. Compelling reason as to why they were inactive for a prolonged period
2. Justification for why they should be reinstated at their previous rank despite a prolonged period of referee inactivity

Upon recommendation of the TC and final approval by the President of USA Powerlifting, the inactive referee may be reinstated at their previous rank or a lower rank. Certain requirements may be imposed (e.g., retaking and passing of a particular written and/or practical exam) and must be met prior to referee reactivation. If the request to be reinstated at the previous referee rank is denied, the individual must start the entire referee certification process over again beginning at the state referee level. Any questions pertaining to this document may be sent to the chair of the TC at: tc@usapowerlifting.com.

Referee Levels/Ranks

The following are the levels/ranks of referees recognized by USA Powerlifting listed in order of rank from lowest to highest. All are eligible to work in USA Powerlifting-sanctioned competitions but restrictions apply regarding which ranks can work in which positions at various levels of events (e.g., a state referee cannot be a platform referee at a national championship).

- state
- regional (rank created in July, 2023)
- national
- senior national (rank created in January, 2026)
- international referees (formerly category 2) [governed by the IDFPA]
- senior international referees (formerly category 1) [governed by the IDFPA]

Referees of all ranks can work the following assignments at all events (regardless of the level of the event): doping control, scoring table, equipment check, weigh-in, and technical controller. The table below shows the roles/assignments that each rank of referee is eligible to fulfill at various levels of USA Powerlifting competition.

Referee Rank ↓	Side Referee	Chief Referee	Jury
State	L/S, R	L/S	---
Regional	L/S, R, N	L/S	---
National/Sr. Nat	L/S, R, N, P	L/S, R, N, P	L/S*, R*, N*, P*
Category 2	L/S, R, N, P	L/S, R, N, P	L/S, R, N, P
Category 1	L/S, R, N, P	L/S, R, N, P	L/S, R, N, P

Abbreviations in Table: L/S: local/state events; R: regional events; N: national events; P: pro events

Note (*): If there is not a sufficient number of international referees for a jury, the technical secretary may assign national referees to the jury.

*****Those interested in the international referee testing requirements and procedures must contact the IDFPA TC chair (tc@idfpa.org)*****

State Referee: Requirements, Procedures, and Maintenance of Certification

Requirements:

1. At least 18 years old
2. Involved in the sport of powerlifting for at least one year (i.e., 12 months) in one of the following capacities: athlete, coach, meet director, and/or scoring table official
3. Current USA Powerlifting member in good standing
4. Approval of state chair to sit for exam
5. Pass open-book (i.e., may use USA Powerlifting rulebook) written exam with a score of at least 80%
6. Complete SafeSport training (completed after passing written exam)
7. Complete background check (completed after passing written exam)
8. Pass practical exam with a score of at least 90%

Procedures:

1. [Contact state chair](#) to confirm that requirements 1-3 above have been met and get state chair approval
 - If state chair does not reply within one week (or if the state does not have a current chair), contact the chair of the Technical Committee at: tc@usapowerlifting.com
2. Arrange testing schedule with state chair
3. Take online open-book written exam
4. Complete SafeSport training and background check after passing written exam but before taking practical exam
 - Completed after passing written exam
 - National Office will send instructions for SafeSport training and background check
 - Note: If the candidate has completed SafeSport and/or a background check outside of USA Powerlifting, the candidate should contact the National Office to determine if one or both of these need to be completed again
5. Take practical exam (can be administered at any full power meet)

Maintenance of State Referee Certification:

1. To maintain the state referee rank, the referee must serve as a scoring table official, technical controller, or platform referee for a full session at two (2) events every four-year certification cycle (current certification cycle: January 1, 2026 through December 31, 2029). State referees must work as a scoring table official at least one full session at one (1) event every four-year certification cycle.
 - a. State referees certified in 2026 and 2027 must serve as a platform referee or technical controller for a full session at one (1) event prior to January 1, 2030
 - b. State referees certified in 2028 and 2029 will automatically be recertified for the next four-year certification cycle regardless of number of events worked as a referee - these referees are encouraged but not required to serve as a scoring table official, technical controller, or platform referee for a full session at one or more events prior to January 1, 2030
 - c. State referees not meeting the recertification requirements stated in Item 1 above will lose their referee status and must re-start the entire exam process over (i.e., Items 3-8 in the "Requirements" section)

State Referee Exam: Procedures for Administration

General Requirements:

- Candidates must be current members of USA Powerlifting to begin the exam process
- Candidates must meet all eligibility requirements listed on Page 5 of this manual
- Candidates must pass the written exam and complete SafeSport and background check prior to sitting for the practical exam

Part 1: Written Exam

- The online assessment platform/program used is called Brillium
- The written exam has 100 multiple choice questions, is open-book, is not proctored, and is limited to 2 hours
 - Candidates may use the USA Powerlifting rulebook during the test (no other resources are allowed)
- Upon receiving approval from their state chair to sit for the state referee exam, the candidate and state chair will arrange a date and 2-hour block of time to take the online exam
- At the scheduled date and time, the state chair will email the link for the state referee exam to the candidate and the candidate will take the exam on his or her own electronic device at a location of their choosing
 - Notes about the online written exam:
 - The 2-hour allotted time begins when the candidate opens the exam link
 - Prior to starting the exam, the candidate is required to enter the following information:
 - Copyright and use acknowledgement: "I acknowledging that sharing the exam content/exam link with anyone other than for the purposes of taking the USA Powerlifting State Referee written exam will result in any of a number of penalties (e.g., suspension from USAPL, monetary fines including attorney's fees)"
 - Name, email address, and mailing address
 - Candidate status; options include:
 - "first time taking exam"
 - "retaking the exam"
 - "taking the exam as a refresher"
 - USA Powerlifting member number and membership expiration date
 - State chair's name
 - A 2-hour countdown clock will run at the top of the screen for the duration of the exam
 - A reliable and constant internet connection is required for the duration of the exam
 - If the internet connection is intermittent/interrupted during the exam, the content entered up to that point (i.e., answers to questions) may be lost and not retrievable which will necessitate starting the entire exam over from the beginning
 - Note: If a state chair needs the link for the state referee exam, they should contact the chair of the Technical Committee at: tc@usapowerlifting.com
- Candidates may not submit exam results more than once per exam "attempt"
 - Once candidates begin the exam, there will be a digital record of it; candidates who submit more than one set of exam results will automatically fail the exam and may be subject to additional penalties/restrictions
- Results of the exam will be shown to the candidate immediately upon completion of the exam; these results are automatically sent to the National Office
- If the candidate receives a passing score of 80% or better, the National Office will send instructions for completing the SafeSport and background check processes and the candidate will work with their state chair to schedule a meet at which the practical portion of the exam will be administered
- If the candidate does not achieve a passing score, they are eligible to retake the exam but must wait a minimum of 24 hours before retaking the exam
 - Candidates who do not pass the written exam must wait to take the practical portion until they successfully pass the written exam retake (there is no limit to the number of retakes allowed)

State Referee Exam: Procedures for Administration (con't)

Part 2: Practical Exam

- The practical exam must be taken within 6 months of passing the written exam (approved by the Executive Committee on May 21, 2026)
- The practical portion of the state referee exam must be taken at a full power event
 - Any level of event may be used for a state referee practical exam (local/state, regional, national, etc.) though local/state events are the most common
- Candidates must be dressed similar to the referee uniform
 - Candidates dressed in a way that significantly departs from the referee uniform (e.g., jeans, leggings, workout pants, shorts, T-shirt, tank top, hat, etc.) will not be allowed to take their practical exam
- As part of the state referee practical exam, candidates observe the following non-competition components: equipment check, weigh-in, drug testing; observation times will be coordinated by the state chair or their appointed representative at the event
 - Note: No minimum amount of observation of the above areas is required but it should be sufficient to ensure that the candidate clearly understands and is comfortable with all of the processes/procedures involved
 - Note: If any of the above areas were not observed, this is not a reason to fail the practical exam but the person submitting the official practical results must indicate this (including an explanation as to why) in the "Comments" section at the bottom of the Exam Results Form and state how the missed area(s) will be observed in the future
- The state chair will assign an examiner (or examiners) to administer the practical portion of the exam
 - The examiner for the state referee practical exam must be a national or international referee
 - State chairs may serve as practical examiners (provided they meet the criteria described above) but they are not required to serve as examiners
- An examiner is limited to testing one candidate at a time (i.e., an examiner may not administer the practical portion to two or more candidates simultaneously)
- The candidate and examiner should meet in the platform vicinity 5-10 minutes before the start of lifting to introduce themselves and discuss the testing process
- The practical exam consists of the candidate observing and making decisions on 40 squats, 30 bench presses, and 30 deadlifts for a total of 100 graded attempts (90% agreement across all 100 attempts is the passing score)
 - For each lift, the candidate must indicate to the examiner whether or not they would give the attempt a white light (i.e., good/passed lift) or a red light (i.e., no/failed lift) and indicate what rule infraction(s) occurred if a red light was decided upon
 - For each attempt, the candidate must make their decisions known to the examiner before the decisions of the platform referees are known via the referee lights (see Appendix for a sample of a tool that can be used for this purpose - the candidate holds it during the exam and points to their decision for each attempt)
- During a state referee practical exam, the candidate must never be in control of an official referee light controller nor may they make official competition decisions
- For the purposes of the exam and grading each attempt, the decision of the examiner will serve as the standard against which the candidate's decision will be compared
 - Decisions of platform referees and/or jury members (not serving as examiners) are not to be used in the official grading process
 - For example, if the two side referees gave white lights on a squat attempt but the examiner believed the squat was high (i.e., red light), the candidate's decision will only be compared to that of the examiner
- The state referee exam must be given from the side referee position (chief referee and jury table positions are not allowed) with the examiner and candidate sitting side-by-side; there are two ways in which this may be done:
 - The examiner may serve as a side referee making official decisions with the candidate seated beside them
 - The examiner and candidate may be seated behind and to the side of the official side referee

Part 2: Practical Exam (con't)

- The examiner will keep track of the number of correct and incorrect calls via the [State Referee Practical Exam Scoresheet](#)
 - Examiner notes:
 - If the candidate correctly indicated a red light (i.e., no lift) but gave the wrong reason(s) for the red light, this is to be considered a missed/incorrect attempt by the examiner
 - Examiners may allow a few [non-graded] practice lifts (for each discipline: SQ, BP, DL) to familiarize the candidate with the process and determine the best viewing position
 - The examiner must let the candidate know when official grading is to begin
 - When deciding on the number of “practice lifts,” the examiner must be conscience of the number of lifters in the flight/session (also keeping in mind that several failed/non-gradable attempts are likely) so as to ensure there will be a sufficient number of graded attempts
 - Any round of attempts may be used for exam purposes including opening/first attempts
 - Attempts in which the lifter clearly failed and there is no judgment to be made are not to be counted as graded lifts for the practical exam and are not to be recorded on the exam scoresheet
 - Examples of non-graded attempts include: spotters needing to assist the lifter/bar up and into the racks for the SQ and BP and lifters not getting to the finished position in the DL
 - It is preferred that all graded attempts for an exam occur within a single session of lifting; however, if there is not a sufficient number of attempts within a single session of lifting, the exam may be extended across multiple sessions of lifting at the same event (i.e., same event sanction number)
 - A single practical exam may not be extended across multiple events
 - It is preferred that the same referee serve as the examiner for the entire test; however, if necessary, different referees may serve as examiners for the three different disciplines (SQ, BP, DL) provided they meet the examiner criteria described above
 - Unless absolutely necessary, there should not be more than one referee serving as an examiner for a given discipline (SQ, BP, DL); for example, one referee should not be the examiner for the first 20 graded squats and a different referee grades the next 20 squats
- Although this is an exam, it is also intended to be a learning experience for the candidate; in-between official attempts and decisions, the candidate and examiner are encouraged to have discussions in which the candidate asks questions and/or the examiner provides advice and insight based on their experiences as a referee
 - These discussions should not be audible to the platform referees so as not to distract them
- In the interest of fostering a learning environment, the examiner should let the candidate know if they agreed or not on each lift (as it occurs) so that a discussion can be had on why the lift was good or bad
- Once the required number of graded attempts has been achieved for a given discipline (SQ, BP, DL), that portion of the practical exam is officially over; however, in the interest of maximizing the learning experience, the examiner and candidate are encouraged (not required) to continue observing and discussing the remaining attempts
- The practical exam is officially over after: 1) all 100 attempts have been graded and 2) all other requirements have been met including observation of equipment check, weigh-in, and drug testing
- Within 24 hours of the conclusion of the event, either the state chair or the examiner must submit the exam results online via the [Referee Practical Exam Results form](#)
- If the candidate does not achieve a passing score on the practical exam, they are eligible to retake the exam but must wait a minimum of 6 weeks before retaking the exam; there is no limit to the number of retakes allowed
- If the candidate passes the practical portion of the exam, they are officially a state referee; they are eligible to serve as a referee in competition as soon as they receive their USA Powerlifting nametag (from the National Office) and obtain a USA Powerlifting state referee polo shirt, both of which must be worn at all times while serving as a referee
 - Note: Referees are responsible for obtaining/purchasing their referee polo shirts; these can be purchased at the [USA Powerlifting eStore](#)

Regional Referee: Background, Requirements, and Procedures

Background: The rank of regional referee was created in July 2023 by the USA Powerlifting Executive Committee. This is an intermediate rank between state and national referee. The regional referee rank was created to increase the number of referees eligible to be assigned as platform referees at national championship events. The regional referee rank is a temporary one lasting up to one year in which time it is expected that the regional referee will complete the process to become a national referee. If, after one year, the regional referee has not successfully become a national referee, they will automatically revert to their previous state referee rank. The one-year time period begins when the referee receives official notification from the chair of the Technical Committee that they have been approved for the regional referee rank. Regional referees are eligible to serve as side referees at national championship events as well as any other assignments that may be filled by state referees (technical controller, score table, etc.). Regional referees may not serve as chief referees or jury members at national championship events. Regional referees are eligible to adjudicate national record attempts at national championship events only - they are not eligible to adjudicate national record attempts at any events that are not national championship events. When working a national championship event, the national referee uniform must be worn by regional referees. Given that the regional referee rank is a temporary one, regional referees will not receive new nametags or patches and there is not a regional referee polo shirt. When working, regional referees are to wear their state referee nametag, patch, and/or polo shirt. The requirements to become a regional referee are similar to the requirements to become a national referee with the following differences:

- no chief referee experience needed
- no written exam
- no practical exam

Requirements:

1. At least 18 years old
2. State referee
3. Current USA Powerlifting member in good standing
4. Platform referee (side or chief) for a full session in at least 6 different (i.e., different event sanction numbers) full power events (note: single- or two-lift events do not count for regional referee requirements) within the most recent 4-year period
 - a. Note: Working more than one session at a single event only counts as one event for the purposes of the regional referee requirements
5. Candidates must have demonstrated proficiency in all referee duties including equipment check, weigh-in, score table, platform judging, and drug testing (by approving candidate, state chair attests these requirements are met)
6. Current with SafeSport and background check requirements
7. Approval of state chair and Technical Committee

Procedure:

1. Ensure requirements #1-6 above have been met and [contact state chair](#) to get approval
 - a. If state chair does not reply within one week (or if the state does not have a current chair), contact the chair of the Technical Committee at: tc@usapowerlifting.com
2. Complete and submit [online referee application](#)
3. Receive Technical Committee approval to advance to rank of regional referee

National Referee: Requirements, Procedures, and Maintenance of Certification

Requirements:

1. At least 18 years old
2. State referee
3. Current USA Powerlifting member in good standing
4. Current with SafeSport and background check requirements
5. Platform referee (side or chief) for a full session in at least 6 different (i.e., different event sanction numbers) full power events (note: single- or two-lift events do not count for national exam requirements) within the most recent 4-year period
 - a. Note: Working more than one session at a single event only counts as one event for the purposes of the national exam requirements
6. Chief referee for a full session in at least 2 different full-power events within the most recent 4-year period
 - a. Note: Rotating between chief and side referee within a session does not count for the purposes of the chief referee requirement for the national exam
7. Candidates must have demonstrated proficiency in all referee duties including equipment check, weigh-in, score table, platform judging, and drug testing (by approving candidate, state chair attests these requirements are met)
8. Approval of state chair and Technical Committee to sit for exam
9. Pass closed-book written exam with a score of at least 90%
10. Pass practical exam with a score of at least 90%
11. The national rank is granted immediately upon passing the practical exam

Procedure:

1. Ensure requirements #1-7 above have been met and [contact state chair](#) to get approval
 - a. If state chair does not reply within one week (or if the state does not have a current chair), contact the chair of the Technical Committee at: tc@usapowerlifting.com
2. Complete and submit [online referee application](#) at least 30 days prior to exam
3. Receive Technical Committee approval to take national exam (exam can be administered at any full power meet)

Maintenance of National Referee Certification:

1. To maintain the national referee rank, the referee must serve as a scoring table official, technical controller, platform referee, or jury member for a full session at four (4) regional, national, pro, or international events [note: national referees cannot serve as platform referees or jury member at international events] every four-year certification cycle (current certification cycle: January 1, 2026 through December 31, 2029). Note: Serving as a technical secretary for a regional, national, pro, or international event counts toward the recertification requirements. National referees must work as a scoring table official at least one full session at one (1) event every four-year certification cycle.
 - a. National referees certified in 2026 and 2027 must serve in one or more of the roles listed in #1 above for a full session at two (2) events (eligible events listed in #1 above) prior to January 1, 2030
 - b. National referees certified in 2028 must serve in one or more of the roles listed in #1 above for a full session at one (1) event (eligible events listed in #1 above) prior to January 1, 2030
 - c. National referees certified in 2029 will automatically be recertified for the next four-year certification cycle regardless of number of eligible events worked as a referee
2. National referees not meeting the recertification requirements stated in Item 1 above will lose their national referee status and will be reduced in rank to the state referee level (if they meet the state referee recertification requirements). Referees who are reduced in rank due to a failure to meet recertification requirements are eligible to pursue promotion but must re-start the entire national exam process over (i.e., Items 3-11 in "Requirements" above)

National Referee Exam: Procedures for Administration

General Requirements:

- Candidates must be current members of USA Powerlifting to begin the exam process
- Candidates must meet all eligibility requirements listed on Page 12 of this manual
- Candidates must pass the written exam prior to sitting for the practical exam

Part 1: Written Exam

- The online assessment platform/program used is called Brillium
- The national referee written exam has 100 multiple choice questions, is closed-book (i.e., no resources are allowed to be used while taking the exam), is proctored, and is limited to 2 hours
- All national referee written exams will be administered virtually (see Appendix for detailed procedures and requirements)
 - A computer must be used for the exam (tablets, smartphones, etc. may not be used)
 - The exam proctor will monitor the exam via webcam and screenshare function on the candidate's computer
 - Approved exam proctors are selected by the chair of the Technical Committee
 - Alternative written exam delivery/supervision formats
 - With approval from the chair of the Technical Committee, the online exam may be taken "in-person" where the candidate and proctor are both physically present; in this case, the proctor supervises the exam in-person (the exam must be taken on the proctor's computer and may not be taken on the candidate's computer)
 - In rare cases, and with appropriate justification and approval, the written exam may be administered in hard copy form (paper-and-pencil) by the chair of the Technical Committee or their designated representative
- Candidates may not submit exam results more than once per exam "attempt"
 - Once candidates begin the exam, there will be a digital record of it; candidates who submit more than one set of exam results will automatically fail the exam and may be subject to additional penalties/restrictions
- Results of the exam will be shown to the candidate immediately upon completion of the exam; these results are automatically sent to the National Office
- If the candidate receives a passing score of 90% or better, they are eligible to sit for the practical exam
- If the candidate does not achieve a passing score, they are eligible to retake the exam but must wait a minimum of 1 week before retaking the exam; **if the candidate does not pass the retake, they must wait a minimum of 6 months before retaking the exam a second time (approved by the Executive Committee on May 21, 2026)**
 - Candidates who do not pass the written exam must wait to take the practical portion until they successfully pass the written exam retake (there is no limit to the number of retakes allowed)

Part 2: Practical Exam

- The practical portion of the national referee exam must be taken at a full power event
 - Any level of event may be used for a national referee practical exam (local/state, regional, national, etc.)
- Candidates must be dressed in their referee uniform
- The chair of the Technical Committee will assign an examiner (or examiners) to administer the practical exam
 - The examiner for the national referee practical exam must be an international referee
 - In the event that an international referee is not available to administer the practical exam, the chair of the Technical Committee may, but is not required to, appoint a national referee to administer the practical exam
 - Under no circumstances may a state or regional referee give a national practical exam
 - Being an international referee does not guarantee approval as an examiner
 - It is the responsibility of the national referee candidate to provide names of international referees who have indicated availability to serve as examiners at the event for which the exam is being requested
 - Referee candidates may reach out to the meet director and/or state chair for assistance with this
 - If the chair of the Technical Committee is unable to identify a qualified examiner for a particular event, the candidate will have to wait to take the practical exam at an event at which a qualified examiner will be present (i.e., meeting the candidate requirements and identifying an event for the exam does not guarantee the practical will be able to be conducted at said event)
- The practical exam requirements and administration (e.g., number of graded judgments/decisions/calls, location in which the exam is conducted [i.e., side position], etc.) are identical to that of the state referee practical exam (see Pages 6-7 of this manual) with the following differences not already identified above:
 - If the exam is being conducted at a local, state, or regional event, the candidate may be an active platform referee in the side position adjudicating attempts
 - In this case, the examiner would sit beside the candidate and would not be officially adjudicating attempts and there would be no “practice lifts” (i.e., every decision made by the candidate will be graded for exam purposes)
 - There are no requirements for observation of equipment check, weigh-in, and drug testing
 - Examiners must contact the chair of the Technical Committee at: tc@usapowerlifting.com to obtain a copy of the national referee practical exam scoresheet
- Within 24 hours of the conclusion of the event, the examiner (or one of the examiners if more than one was involved) will submit the exam results online via the [Referee Practical Exam Results form](#)
 - It is also acceptable for the examiner(s) to give the hard copy version of the exam scoresheet to the event technical secretary (if the event has a technical secretary) for them to officially submit the exam results
- The examiner is not to share the results of the practical exam with the candidate. The candidate will be notified of the results by the Technical Committee via email. [Note: This requirement was proposed and passed at the 2025 National Governing Board meeting.]
- If the candidate does not achieve a passing score on the practical exam, they are eligible to retake the exam but must wait a minimum of 6 weeks before retaking the exam; there is no limit to the number of retakes allowed
- If the candidate passes the practical exam, they are promoted to the rank of national referee upon receiving their results from the Technical Committee and may begin serving in that capacity any time thereafter
 - Though the promotion to the national rank is effective immediately upon receiving (from the Technical Committee via email) the passing results from the practical exam, the candidate will not receive their updated nametag and new patch from the National Office for several weeks; in this interim period, the new national referee is permitted to work as a national referee while wearing their state referee nametag/polo/patch
 - Note: At national events where a large number of candidates are taking practical exams, an attempt will be made to order updated nametags and patches in advance of the event so that they may be distributed at the event when the candidates pass their practical exams

Senior National Referee: Requirements, Procedures, and Maintenance of Certification

Requirements:

1. To be determined.

Procedures:

1. To be determined.

Maintenance of Senior National Referee Certification:

1. To be determined.

Appendix: Procedures for Virtual Written National Referee Exam

Background: In the summer of 2022, the process described below was pilot tested in an attempt to find a more efficient way to administer written referee exams for the national rank. In the year that followed, dozens of these virtual exams were administered and this process was found to be highly effective. It has now been adopted as the default method for the administration of national referee written exams. Written exams must be completed prior to the event at which the practical exam is to be taken with the goal being to get the written exam completed at least one week before the practical exam date.

Virtual Written Exam (requirements):

- computer
- webcam
- microphone
- stable internet connectivity

Virtual Written Exam (procedures*):

1. Candidate and proctor arrange a day and time for the exam (a two-hour block of time is needed).
 - a. Proctor will be assigned by the chair of the Technical Committee.
 - b. Note: It is important for the proctor and candidate to be aware that they may be in different time zones.
2. Proctor creates a Zoom meeting for the scheduled time and sends the candidate the details (including the meeting link) a day or two prior to the exam date.
 - a. Experience using Zoom is not required and candidates unfamiliar with Zoom will be walked through the process by the proctor. Special apps or software are not required.
3. At the agreed upon date and time, the candidate and proctor will join the Zoom meeting by the clicking the link mentioned above. At this point, the virtual connection will be established between the proctor and candidate (i.e., both can see and hear each other via their webcams and microphones).
 - a. If there are issues with establishing a video and/or audio connection (or the screenshare function described below), the proctor and candidate will work together to try to troubleshoot and resolve the issue(s).
4. The candidate shares their screen so the proctor can see everything the candidate is doing (e.g., not opening other windows, reading the rulebook, copying questions, etc.) in addition to seeing the candidate.
 - a. The candidate needs to be aware that the proctor will see everything on the candidate's computer screen from the start of the meeting to the end. Candidates should ensure that nothing they deem private or sensitive is visible on their computer screen.
5. The proctor emails the candidate the link to the exam after the screenshare function is enabled.
 - a. The exam remains disabled/inaccessible until the proctor activates it which is not done until the link is sent.
6. The proctor explains the exam process and the candidate begins the exam.
7. After the exam starts, the proctor will mute their microphone and camera (the proctor will not be visible or audible to the candidate) but will monitor the exam the entire time.
 - a. The candidate must leave their microphone and camera on for the entire exam.
8. When the candidate finishes the exam, they receive their score immediately and the proctor reviews the missed questions (which the Brillium testing program displays) and discusses the next steps in the exam process.
9. When the discussion concludes, the candidate and proctor leave the meeting thus terminating the virtual connection and the online exam is deactivated so it is no longer accessible.

* These procedures are described using Zoom but any videotelephony software program (e.g., Webex) may be used at the discretion of the proctor. Any differences from the procedures above will be communicated to the candidate. The main requirements are that the proctor and candidate can see and hear each other and that the proctor can see the candidate's screen for the entire exam.