

Gameplan Proctor Terms

Version 1
August 27, 2026

These terms govern an individual Proctor's access, conduct, confidentiality, and administration of Gameplan Certification Exams.

1. Acceptance and Role

These Gameplan Proctor Terms (the "Proctor Terms") are between you and Gameplan ("Gameplan"). They apply whenever you administer, supervise, or support the administration of a Gameplan Certification Exam as a Proctor for a school, district, educational institution, workforce organization, company, or other customer of Gameplan (the "Organization").

By accepting these Proctor Terms, completing required Proctor training, accessing Proctor functionality, or acting as a Proctor, you confirm that you have read and agree to these Proctor Terms. You also confirm that you are authorized by the Organization and are at least eighteen (18) years old.

The Organization's agreement with Gameplan (the "Organization Agreement") governs the Organization's purchase and administration of Certification Exams. These Proctor Terms govern your individual access, conduct, confidentiality, and examination-administration responsibilities. They do not amend the Organization Agreement or authorize Gameplan to Process personal data beyond what is permitted by the Organization Agreement, applicable privacy notices, and applicable law.

Capitalized terms not defined here have the meanings given to them in the Organization Agreement or applicable Gameplan Testing Center Terms.

2. Qualification, Training, and Account Security

You may act as a Proctor only while you are authorized by the Organization, have completed all training required by Gameplan, and satisfy the objective qualifications in the applicable written operational instructions, training materials, security rules, and technical requirements (the "Program Procedures").

You must provide accurate information, complete training honestly, and keep required qualifications current. You must promptly notify the Organization and stop acting as a Proctor if your authorization ends or you no longer satisfy the applicable requirements.

Your Proctor account, credentials, launch codes, and other restricted access are personal. You must not share them, allow another person to act under your identity, or use another person's credentials. You must use reasonable safeguards and promptly report suspected loss, disclosure, or unauthorized access.

3. Impartiality and Conflicts

You must administer each Certification Exam fairly, consistently, and without favoring or disadvantaging a Candidate. You must not allow a relationship, performance target, pass-rate goal, payment arrangement, or other interest to influence your administration of an exam.

You may proctor an exam for students whom you teach, provided you comply fully with these Proctor Terms and the Program Procedures. You may not proctor your own exam, impersonate a Candidate, or administer an exam where a direct personal or financial conflict would reasonably call the integrity of the Testing Session into question.

You must disclose a material conflict to the Organization and follow any reasonable direction from the Organization or Gameplan, including reassignment of the Testing Session.

4. Before a Testing Session

Before each in-person or remote Testing Session, you must: (a) confirm that you are assigned and authorized; (b) verify each Candidate's identity using the approved method; (c) confirm the Candidate, exam, voucher, delivery method, and approved accommodations; (d) confirm that the testing environment and technology satisfy the Program Procedures; and (e) ensure that each Candidate receives and, where required, acknowledges the applicable examination rules, confidentiality requirements, Candidate Terms, and privacy notices.

You must inspect identification only to the extent required by the approved identity-verification process. You must not photograph, copy, upload, retain, or transmit an identification document, underlying medical record, or diagnostic record unless the Program Procedures expressly require it and the Organization authorizes the action under applicable law.

You must remove or require Candidates to secure unauthorized notes, devices, applications, websites, communication tools, recording tools, artificial-intelligence tools, and other prohibited materials before the exam begins.

5. During a Testing Session

You must remain attentive and able to supervise throughout the Testing Session. You may supervise multiple Candidates only where the applicable delivery method, environment, and Proctor-to-Candidate ratio permit it. You must not leave an active Testing Session unsupervised except for a brief interruption handled in accordance with the Program Procedures.

You may answer procedural or technical questions, but you must not interpret exam content, define a tested term or concept, confirm whether an answer is correct, provide a hint, coach a Candidate, alter an answer, or otherwise assist with the substance of the Certification Exam.

You must take reasonable steps to prevent communication between Candidates, access to unauthorized resources, impersonation, capture or disclosure of exam content, and other misconduct. You must

administer breaks, time, restarts, resumptions, workstation changes, and terminations only as permitted by the Program Procedures.

For a remote Testing Session, you must use only the monitoring tools and methods authorized for the applicable program. You must respect Candidate privacy, limit any environment check to what is reasonably necessary, and must not make a personal audio, video, image, or screen recording.

6. Accommodations and Accessibility

You must administer each approved testing accommodation accurately and without drawing unnecessary attention to the Candidate. You must not deny, change, add, or remove an accommodation on your own unless immediate action is required for safety and is permitted by the Program Procedures.

If an approved accommodation is unavailable, unclear, or appears to conflict with the technical configuration or the skill being measured, pause the affected start or session as appropriate and contact the Organization or Gameplan. Do not require a Candidate to proceed without an approved accommodation merely to keep the schedule.

You must keep accommodation information confidential and use it only to administer the approved accommodation. You must not request or retain underlying medical or diagnostic information unless expressly authorized and reasonably necessary under the Program Procedures.

7. Examination Confidentiality and Security

Certification Exam content, item banks, answer options, scoring methods, access codes, and non-public security procedures are confidential to Gameplan and may include trade secrets. You may access them only to the minimum extent necessary to perform your approved Proctor role.

You must not preview exam content beyond what is technically unavoidable; copy, photograph, record, screenshot, download, transcribe, summarize, reconstruct, memorize for later disclosure, publish, sell, teach from, or discuss exam content; solicit or receive exam content from a Candidate or another person; or use exam content with an artificial-intelligence or other external tool.

You must not disclose restricted procedures, credentials, launch codes, or security information except to an authorized person who needs the information for an approved Testing Session. These confidentiality and security duties continue after your Proctor role ends.

8. Irregularities and Incident Reporting

You must promptly pause, secure, or end the affected Testing Session when reasonably necessary to protect a Candidate, prevent further compromise, respond to a technical failure, or preserve examination integrity.

You must report without undue delay any suspected cheating, impersonation, unauthorized assistance, disclosure or capture of exam content, loss or misuse of credentials, material departure from approved

conditions, significant technical failure, privacy or security concern, or other irregularity identified in the Program Procedures.

Your incident report must be accurate, factual, and limited to information reasonably necessary for review. You must preserve relevant authorized records, cooperate with a reasonable investigation, and keep the investigation confidential except from persons who need to know. You must not retaliate against a Candidate or another person for raising a good-faith concern.

9. Candidate Data and Privacy

You may access and use Candidate information, exam registration information, scores, results, accommodation information, and incident information only as necessary to perform your authorized Proctor role or comply with law. You must not use it for personal, disciplinary, marketing, commercial, or unrelated purposes.

You must use only systems, communication channels, and storage methods approved by the Organization or Gameplan. You must not send Candidate data or restricted testing information to a personal email account, personal cloud-storage account, unauthorized messaging service, or unapproved device.

You must not keep unofficial copies of Candidate records, identity documents, recordings, exam content, answers, or results. Any temporary local record expressly permitted by the Program Procedures must be secured and deleted when the authorized purpose ends or when instructed by the Organization or Gameplan.

If you become aware of a suspected unauthorized access, disclosure, loss, or misuse of Candidate information, notify the Organization and Gameplan promptly using the applicable incident-reporting channel.

10. Prohibited Conduct

You must not: (a) take an exam for a Candidate or permit another person to do so; (b) provide or accept unauthorized assistance; (c) alter, fabricate, suppress, or misrepresent an identity check, incident report, exam attempt, score, result, accommodation, or Credential; (d) issue an unauthorized voucher, retake, replacement, or time extension; (e) access a Candidate account except as permitted; (f) use Proctor access to view information unrelated to your assigned duties; (g) disclose exam content or security information; (h) interfere with a review or investigation; or (i) use your role for an unlawful, discriminatory, retaliatory, or personal purpose.

You must not pressure a Candidate to waive an approved accommodation, a privacy right, or an examination rule, and you must not pressure another Proctor to overlook misconduct or change an incident report.

11. Gameplan Actions and Limited Individual Remedies

Gameplan may restrict, suspend, or terminate your Proctor access or qualification if it reasonably determines that you are no longer qualified, violated these Proctor Terms or the Program Procedures, or present a material security, privacy, legal, Candidate-safety, or examination-integrity risk. Gameplan may act immediately where necessary to prevent harm or preserve examination integrity and will notify you or the Organization where legally and practically appropriate.

Gameplan may review, withhold, invalidate, suspend, or revoke an affected exam result or Credential where supported by credible evidence and permitted by the Organization Agreement. It may also notify the Organization of relevant conduct and require retraining or other reasonable corrective action.

These Proctor Terms do not make you personally responsible for the Organization's fees, payment obligations, warranties, indemnification obligations, or other organizational liabilities, and they do not require you to indemnify Gameplan. They do not limit remedies available under applicable law for intentional fraud, theft, unauthorized disclosure of trade secrets or exam content, infringement, or other intentional unlawful conduct.

12. No Employment or Compensation

Your Proctor role does not make you an employee, contractor, agent, partner, or representative of Gameplan. Gameplan does not control your employment relationship with the Organization and is not responsible for wages, benefits, taxes, scheduling, supervision, or other obligations that the Organization may owe you.

Gameplan does not owe you compensation for acting as a Proctor unless Gameplan separately agrees with you in a written agreement signed by an authorized representative. You have no authority to bind Gameplan or make promises on Gameplan's behalf.

13. Updates, Term, and Ending Your Role

The version of these Proctor Terms that you accept applies while you act as a Proctor. Gameplan may require you to review and accept an updated version before you continue to use Proctor functionality. Gameplan may also update operational Program Procedures as permitted by the Organization Agreement when reasonably necessary to maintain accuracy, security, integrity, accessibility, or relevance.

These Proctor Terms end when your Proctor authorization and access end, except that confidentiality, examination-security, data-protection, incident cooperation, remedies, and provisions that by their nature should survive will continue.

You may stop acting as a Proctor at any time by notifying the Organization and ceasing to use Proctor functionality. Ending your role does not affect an investigation, confidentiality duty, or other obligation arising from conduct that occurred while you acted as a Proctor.

14. General

These Proctor Terms, together with the Program Procedures applicable to your role, are the entire agreement between you and Gameplan concerning your individual Proctor conduct. They do not replace or amend any employment policy, professional duty, or legal obligation that applies between you and the Organization.

If a provision of these Proctor Terms is invalid or unenforceable, it will be enforced to the maximum extent permitted and the remaining provisions will remain effective. A failure to enforce a provision is not a waiver.

Questions about these Proctor Terms or testing procedures may be sent through the Organization's testing coordinator or to info@gameplan.com. Suspected security incidents should be reported promptly to security@gameplan.com.