

CompTIA Test Administrator Agreement

I, _____, understand that applying to become an authorized CompTIA Test Administrator does not guarantee that CompTIA will approve such an application. I understand that approvals are awarded on an as-needed basis at CompTIA's sole discretion. Notwithstanding anything to the contrary, in the event that my application is approved, I agree to the following terms and conditions to serve as an authorized Test Administrator ("**Administrator**") for CompTIA Certifications, LLC ("**CompTIA**"):

1. I agree to review, become familiar with and strictly adhere to all policies applicable to administering CompTIA tests, including policies related to security, candidate misconduct, retake policies and any other policies issued by CompTIA and located at <https://www.comptia.org/contact-us/comptia-client-proctor-test-delivery-system>
2. I understand and agree that it is vital to the integrity of a credential and the protection of proprietary and/or confidential processes and materials to maintain the confidentiality of the test questions and answers, the topics covered in any specific exam, administrator passwords and certain internal processes of administrators which may be used to access such confidential information. I promise and agree that I will keep all such information confidential and secret and will not disclose to anyone unless required to do so by law, but only after providing CompTIA with 14 days advance written notice prior to any such disclosure. I also agree not to permit others in disclosing such information and will report anyone that I have knowledge of doing so to CompTIA immediately.
3. CompTIA maintains a privacy policy with respect to candidate personally identifiable information which includes the candidate name, contact information, score information and government identification numbers such as social security numbers. I agree that I will not myself use or disclose such information to any third party for any reason except as may be expressly authorized by CompTIA to do so in writing.
4. CompTIA specifically prohibits Administrators from using or disclosing any information obtained as an Administrator for personal gain, in connection with providing training or in connection with providing coaching or consulting services related to CompTIA tests or CompTIA's test administration procedures. I agree not to engage in such activities.
5. I agree to avoid all conflicts of interest in executing my responsibilities as an Administrator. Without limitation, I understand a conflict arises if I am the Administrator of a test that I am myself taking or that a member of my family is taking. Candidates who are close friends of mine may also raise a conflict and should be referred to another administrator. A conflict arises if I accept any gifts or monetary payment of any kind from a candidate or anyone on behalf of a candidate.
6. I agree to comply with recertification requirements as specified in the CompTIA Test Administrator Requirements and Guidelines Document.
7. I understand that I cannot assist candidates in any way in answering test questions or in providing any accommodations that are not specifically authorized by CompTIA in writing.
8. I agree to follow all procedures and policies of CompTIA for check-in and in-exam monitoring of the candidate. I understand that my failure to follow procedure may result in the invalidation of candidate exams and my termination as an Administrator.
9. I agree to immediately report to CompTIA any unusual or suspicious behavior by any testing candidate, coworker or visitor in the testing room.
10. I understand that adherence to this agreement is of the utmost importance to maintain the integrity of the testing process and that my failure to do so may cause harm to CompTIA and to test candidates. Any remedies stated in this agreement are non-exclusive and CompTIA reserves all rights and remedies available under applicable law. This Agreement will continue until terminated by either party by giving notice to the other party of its intent to terminate. Each party reserves the right to terminate this Agreement at any time. Regardless of termination, the sections of this Agreement that by their nature are intended to survive termination, will survive termination for any reason. This agreement will be governed under the laws of the State of Illinois.

I have read, understand and agree to abide by this Test Administrator Agreement.

Test Administrator Name: _____

Signature: _____

Date: _____

CompTIA Contract No.: _____ (provided by CompTIA)