

# Testing Guidelines

## Certified Grant Writer® Examination

1. Each Session you will need to **sign the Session Attendance Sheet**.

2. Allowable Tools for each Session:

Session 1: Writing instruments, highlighter, and eraser

Session 2: (Budget) Writing instruments, highlighter, eraser, 6 inch ruler, handheld calculator that has no formula, text, or printing capability

Session 3: (Writing) Writing instruments, highlighter, eraser, 6 inch ruler, handheld calculator that has no formula, text, or print capability, laptop computer with installed software that can save a document as a Word.doc file and an enabled/working USB port  
No other resources or tools should be on your desk.

3. If you arrive late for a session you will not have extra time.

4. Place the exam in the wire basket on the proctor's table by the stop time. Late papers will not be graded. The proctor's clock is the official time. After you complete your exam you will gather your personal belongings and depart the exam room each session.

5. Meeting Room Security. Only the Proctor has the authority to ask the hotel staff to unlock the testing room in the morning and after lunch. All CGW Candidates must depart the testing room during the lunch break.

6. Food and Beverage.

a. Only the Proctor has the authority to ask the hotel staff to replenish the refreshments on the F&B table. Requests for refills may be given to the Proctor.

b. Attendees may not bring any food or beverage into the testing room at any time. This includes leftovers from lunch.

7. Questions. The CGW Candidate may raise his/her hand and the Proctor will come to the student to speak to them individually or the attendee may come to the Proctor's desk.

8. Prevention of cheating

- The association has a zero tolerance policy for cheating.
- Do not spread your exam papers across your test to make them available to the person next to you.
- Do not glance at another student's exam papers. Several versions of the exam will be distributed to discourage this behavior.

- All communication devices (such as, but not limited to cell phones, two-way radios, smart watches, and communication ear buds) must be turned off and placed on the table in view of the proctor. The CGW candidate may not keep any communication device on his or her person (in a pocket for example), in a purse, luggage, briefcase, or in a book bag inside the testing room.
- CGW Candidates may visit the restroom during an exam session in an emergency. S/he must use the hotel's public restroom that is closest to the exam room. S/he may not take any communication device with them, nor communicate with any other person, by any method, during the restroom visit. If needed for personal use, a purse or book bag may be taken to the restroom as long as there is no communication device in the purse or book bag.
- Once an exam paper has been turned in, and the CGW Candidate has departed the exam room, then s/he may communicate with other persons.
- We recommend you advise your family and friends of the break times that you will be available during exam day.
- In an emergency, the hotel front desk will accept an emergency message from your family and bring it to the exam room, and the proctor will give the CGW Candidate the emergency message. If you need to communicate immediately with your family, it will be necessary to turn in the exam paper, depart the exam room, and then contact family. If the exam is not complete, it would be necessary to reschedule to a future date to sit for this exam session again.
- When using your laptop, only open a Blank Word Processing Document. Opening any other file, program, or app (this includes logos, letterhead, clipart, photos, spreadsheets, etc.) is considered plagiarism.
- Accessing the internet during an exam session is considered plagiarism.
- The CGW Exam is property of American Grant Writers' Association, Inc. If a CGW Candidate fails, or neglects, to turn in the CGW Exam paper to the proctor prior to departing the testing room, then this act will be considered theft and legal recourse will be pursued by the association.
- During the Writing Sample session you may only use the USB drive that AGWA gives to you during the Writing Exam Session. Each student is required to transfer the file to the USB drive as this is one of the skills that is being tested in the Writing Section of the exam.