


Ed Reps must carefully read, complete and sign this form to be granted access to I*STAR.

1. Complete Section A for your Primary Organization. For Secondary Organizations (additional locations), complete both Section A and Section B. Please use a separate form for each Secondary Organization.
2. Carefully read the I*STAR Regulations on page 2 of this form and sign the bottom of page 1.
3. Take photos of your testing room in all locations for approval of a proper design of the testing room. These photos should capture a complete layout of the testing room, including where both students and proctors sit.
4. Email the completed form and photos to education@loma.org. Retain a copy for your records.

NEED HELP? HAVE QUESTIONS?

Contact LOMA's Office of the Registrar.

 **General Phone**
770-984-3761

 **Email**
education@loma.org

Section A – Primary Organization

| | | | |
|---|-------------------|---|--------------------|
| Company name | | Your company's LOMA Organization number | |
| Company address | | | |
| City | State or Province | Country | Postal or ZIP code |
| Ed Rep Name | | Title | |
| Phone number (extension or direct line) | | Fax | |
| Email address | | | |

Section B – Secondary Organization

Use this section to register an I*STAR site other than the primary Ed Rep's office. Please note that all Secondary Organizations must be within the same country as the Primary Organization (If it is in a different country, a Secondary Organization will need to be set up as a Primary Organization for that country. If you have any questions, please contact LOMA's Office of the Registrar at education@loma.org).

| | | | |
|---|-------------------|-------------------------------|--------------------|
| Secondary site name | | Secondary Organization number | |
| Company address | | | |
| City | State or Province | Country | Postal or ZIP code |
| I*STAR contact name | | Title | |
| Phone number (extension or direct line) | | Fax | |
| Email address | | | |

I*STAR Regulations Approval

I have carefully read the I*STAR Regulations on page 2 and I hereby certify that (1) our facilities for administering I*STAR examinations at all locations of our organization meet the criteria set forth, (2) I and all examination proctors in my organization will abide by all established standards for examination administration, and (3) I understand that I*STAR privileges can be immediately revoked due to noncompliance.

Signature:

Date:

Print name:



Navigate With Confidence

In order to protect the integrity of LOMA's Professional Development Programs, examinations delivered via I*STAR are subject to rigorous quality and security controls. I*STAR examination administration must conform to the standards developed by LOMA and its industry consultants. The following regulations are subject to change without notice. Proctors and students are bound by the [Proctored Examination Rules](#) posted on LOMA's website at the time of exam administration.

1. Ed Reps and proctors must keep Login IDs and passwords strictly confidential and must not share them.
2. A student must always show a valid picture ID to the proctor before being allowed to sit for an I*STAR examination.
3. A student must sit in a room conducive to an effective and quiet testing experience with no distractions. Testing must not take place in an area where people can walk by and disturb the testing experience.
4. During testing, a student may not have access to course material of any kind, nor to any personal items or electronic equipment including smartwatches, fitness trackers, cameras, recording or listening devices, or any other type of electronic or communication device.
5. The proctor must be in the same room as the student during testing at all times. A student must be under direct observation of the proctor the entire duration of the I*STAR examination. If a restroom break for the student is absolutely necessary, the student must be monitored by a proctor while they are out of the testing room.
6. Students must sit at a minimum of 4 feet apart from each other. Students should not have a clear view of the computer screen of any other student. If there is more than one student in the testing room at one time, the proctor must have a clear view of all students and ensure that there is no communication between them.
7. LOMA I*STAR examinations must be administered on dedicated testing computers that students do not have regular access to.
8. Students should not have any open applications or browsers besides I*STAR on their testing device at any point during testing. Attempting to do so will result in score cancellation. Students cannot work in any other program or application while taking an exam.
9. Any attempt to give assistance to students, including copying or recreating questions or through the use of an answer key, is strictly prohibited.
10. If a student must leave the exam for an emergency, the exam will be graded at that point. If the student fails the exam, reenrollment with full retake fees will be required to take the exam again.
11. If a student is interrupted by system problems while taking an I*STAR examination, all standards listed here must be adhered to while the proctor attempts to restart the examination. The student cannot be allowed to leave the examination room, to converse with others, or to have access to any outside materials, including devices or study materials. If the examination cannot be restarted, please contact LOMA's Office of the Registrar at education@loma.org.
12. The proctor can provide students with one blank sheet of paper along with a pen/pencil. The proctor must collect and shred the paper immediately upon completion of the exam. Students are not permitted to take any written information regarding the examination content from the testing area.
13. Exam proctors must inspect and approve all calculators before administering the exam. Only basic 4-function calculators with no internet connection, special features, or functions are permitted.
14. If a student wishes to challenge an exam question, the student should make a mental note of the question topic and the reason for the challenge and immediately notify the Ed Rep or proctor of the challenge. The Ed Rep or proctor should then forward the student's concern to LOMA, where it will be investigated.
15. LOMA staff or other authorized representatives may make unannounced inspections of I*STAR facilities at any time to ensure that standards are being upheld.
16. Real, observed, or suspected violation of any of the requirements or standards listed here, in the [Ed Rep Guidebook](#), on LOMA's website, or in any other policy statements issued by LOMA, will be subject to LOMA's Due Process Policy governing irregularities connected with exam administration. policy statements issued by LOMA, will be subject to LOMA's [Due Process Policy](#) governing irregularities connected with exam administration.

Failure to adhere to these standards may result in:

- disqualification of exam score and cancellation of enrollment for involved student(s)
- revocation of LOMA designations obtained as a result of disqualified exams
- disqualification of the proctor(s) and of the testing location(s)
- suspension of the Company from the privilege of enrolling students in LOMA courses and/or administering any type of LOMA examinations
- termination of LOMA membership

