



# GLOBAL EDUCATION INSURANCE INSTITUTE

GlobalEdUSA.com

NYS Insurance Department Approved Monitor

## EXAMINEE GUIDELINES

- IDENTITY:**
- Government Issued Photo ID required
  - Producer License Number Required for CE Exam
  - Course Number & Title Required for Prelicensing Exam

- UNOPENED EXAM:**
- Any broken exam seal for paper examinations prior to Monitor inspection is disqualified for CE credits

- ONLINE EXAMINATION BREACH:**
- Monitors must refuse to observe examination and all incidence of examination Breaches must be reported to the GE Institute and the NYS Insurance Department

- ADMINISTRATION:**
- Monitors shall observe entire examination
  - Monitors prohibited under NYS Regulation from Monitoring an exam for any person where a financial interest exists
  - Open books and assistance of any kind prohibited
  - Examinees prohibited from asking Monitor for any assistance regarding examination content or answers
  - Monitors are bound to comply with ALL GE Institute protocols and State Regulations
  - Monitors shall enforce examination integrity and security measures
  - Cell phones must be turned off during the exam
  - No talking can take place once the exam begins
  - No work or other business may be performed once the examination begins
  - Any Examinee not completing all examinations within the sessions allotted time must pay for a full additional session
  - Paper examinations must be returned to the Monitor upon completion
  - Any violations may deny the licensee issuance of CE credits or a Certificates of Completion and all violations are reported to the NYS Insurance Department

- AFFIDAVIT:**
- All Monitors shall submit a signed affidavit to the GE Insurance Institute via fax, mail or electronically for all individuals who comply with the above guidelines