

**GUIDELINES AND REGISTRATION FOR MSTB PROCTORSHIP
(Version 3.0.1, January 2026)**

Please read the following information carefully before registering for MSTB Proctor position.

You are advised to contact Malaysian Software Testing Board (MSTB) at secretariat@mstb.org for any clarification.

MSTB Proctorship

MSTB welcomes registrations from individuals for the MSTB Proctor position, subject to stringent evaluation and approval process. This is a trusted position and will be responsible for invigilating the certification examination sessions, according to the rules & guidelines provided by MSTB. Proctors are also responsible for the confidentiality and integrity of the examination papers before and after the exam session, until handover of the examination papers to the MSTB Examination Officer.

Proctors selected from non-MSTB employee (external proctor) is remunerated for services provided, of which details of the remuneration is specified in the respective Proctorship Agreement. Further details are provided only upon confirmation of Proctor position.

Proctor Criteria

In order to be approved as an MSTB proctor, the individual must meet the criteria listed below.

Criteria for non-MSTB personnel (registration as External Proctor)

1. A person willing to accept the position of proctor must be a **trusted individual** who can take on a supervisory role in the administration of any exam organized and administered by MSTB.
2. Submits a duly completed and signed registration form to MSTB, together with the relevant documentation.
3. Applicant has experience in proctoring exams at higher education institutions or professional certification exams.
4. Applicant is not a member, worker or agent of certification organization(s) that are in competition with MSTB certification schemes.
5. Applicant is not a potential candidate for any MSTB certification schemes within the next two (2) years.
6. Preferably a Malaysian citizen with a professional background, or academic background in a teaching and/or supervisory role. No criminal record or involvement in any ongoing or pending litigation case(s).
7. Agree and able to enter into a Proctorship Agreement with MSTB, make a Conflict-Of-Interest Declaration, and perform proctor duties as advised by MSTB. Committed to ensuring the confidentiality and impartiality of the examination.
8. Agree and able to attend proctor briefing/training sessions.
9. Proctor is also to sign the GASQ ONLINE@HOME Exams (proctor instruction).

Note: The criteria above may be updated from time to time, as required by MSTB.

Criteria for MSTB employee (registration as Internal Proctor)

1. A person assigned to the position of proctor must be a **trusted individual** who can take on a supervisory role in the administration of any exam organized and administered by MSTB.
2. Must be a full time MSTB employee (or contractor formally appointed by MSTB), who is not a current or potential future certification candidate.
3. Selected and formally assigned by the MSTB management as Proctor, and able to perform proctor duties as advised by MSTB. Committed to ensuring the confidentiality and impartiality of the examination.
4. Will be subject to MSTB's standard remuneration as defined by the MSTB management. Able to attend proctor briefing/training sessions.
5. Proctor is also to sign the GASQ ONLINE@HOME Exams (proctor instruction).

Proctor Registration & Approval Process

1. Submit a duly completed and signed registration form to MSTB, together with the relevant documentation to MSTB by post, or email to secretariat@mstb.org. Attach the following with your registration form:
 - Latest resume (with recent photo), highlighting past experiences in the capacity as proctor
2. Applicants will be notified of status of approval within 1 month from the date of application.
3. Applicants may be called for an interview before final approval.
4. Approved proctors will be notified and provided with the Proctorship Agreement with MSTB, Conflict-Of-Interest Declaration documents, and the GASQ ONLINE@HOME Exams (proctor instruction) for review and signing.
5. Upon submission of signed documents, proctor will be entered into MSTB's Register of Proctors and be provided with training.

Registration Cost, Forms and other info

Registration is free. Forms and further info may be requested from MSTB Secretariat at secretariat@mstb.org or downloaded from MSTB website at www.mstb.org.



REGISTRATION FOR MSTB PROCTORSHIP

Instructions:

1. Please complete **ALL** the information below. **Please write legibly in CAPITAL LETTERS.**
2. Attach latest resume (with recent photo), highlighting past experiences in the capacity as proctor
3. Submit form and attachments to MSTB by post, or email to secretariat@mstb.org.

Registration Type (please tick (✓))

- ☐ External Proctor (non-MSTB personnel)
☐ Internal Proctor (MSTB employee)

Personal Information

Full Name (as per IC / passport)	:																																		
Nationality	:																																		
New IC Number (Malaysian only)	:														-																				
Passport No. (if applicable)	:																																		
Date of Birth (dd/mm/yyyy)	:			/			/																					Gender :			M	/			F
Place of Birth	:																																		
Race (please tick (✓))	:			Malay			Chinese			Indian			Others :																						
Company Name	:																																		
Job title	:																																		
Correspondence Address * All correspondences will be sent to this address	:																																		
City	:																																		
Postcode	:														State/Country:																				
Telephone No (Work)	:	+				-																													
Telephone No (Home)	:	+				-																													
Telephone No (Mobile)	:	+				-																													
Email Address	:	Email 1: _____																																	
	:	Alternate: _____																																	

Education Background & Proctorship Experiences

Highest Education Level (please tick (✓))	:	☐ Doctorate (PhD)	☐ Master's Degree	☐ Bachelor's Degree
	:	☐ Diploma	☐ Professional Certificate	☐ Others (Please specify): _____
Work Experience	:	☐ <1 Year	☐ >1 Year	
Do you have previous Proctorship experience?	:	☐ Yes	☐ No	
Language Proficiency	:	☐ English	Level: Excellent / Good / Moderate / Weak	
	:	☐ B. Malaysia	Level: Excellent / Good / Moderate / Weak	

General Terms of Registration

By signing and submitting my registration form, I consent to the General Terms as stated below.

With my submission of registration, I have reviewed and understood the proctorship information posted/provided by MSTB. I have fully reviewed the information on the registration process, the requested personal information and the general terms of the approval. I agree that I am able to abide to the proctorship approval process as stated and that I will notify MSTB on any arising change of circumstances that will affect my ability to do so. On request I shall provide further information to facilitate the review and approvals.

I, the applicant as named above, do hereby:

- voluntarily and knowingly authorize Malaysian Software Testing Board (MSTB) or its appointed representatives to prepare or obtain an Investigative report on me solely for purpose of proving the requirements for the proctor position.
- authorize any person, agent, corporation, company, agency, or institution to release any information, documents, or assessments they possess regarding me, or my performance, as an employee, or student for the above same purpose.
- authorize that a photocopy or electronic facsimile of this document shall serve as an original.
- Declare that I am not a current officer/agent/promoter of any competing certification scheme, and has no express Conflict of Interest that will compromise my ability to perform my proctor duties.

I hereby acknowledge that I understand and shall comply with the General Terms of Registration above.

Name of Applicant

Signature

For MSTB Secretariat Use Only

Date Received : / /
Day Month Year

Proctor Reg. No : P R C