



Proctored Essay Guide for Candidates

How do I complete the proctored essay? The policy guidelines are as follows:

- Arrange for an eligible proctor to administer the essay exam. Eligible proctors include; an active A.A.E., a high school principal, a college professor, the administrator of a testing center
- You will be required to answer two industry-related questions in essay form within a four-hour time limit. These questions, assigned by the Board of Examiners, will be released to you at the start time of your essay. You can choose two of the following topics for your essay questions: Administration & Finance; Planning, Construction & Environment; Operations & Maintenance; Communications & Marketing; or Safety & Security
- You will be permitted to consult reference materials and access the Internet while writing the essays.
- You will be expected to address each of the questions from the standpoint that the response is an executive level memo or report to be provided to a board, council or other legislative body.
- Completed essays must be a minimum of 600 words is required for each answer. They are to be submitted in 12pt, double spaced in the Arial font.
- If you fail to answer both questions correctly, you may retake the essay exam in full after a 90-day waiting period. If you fail a after the second attempt, you can choose from one of the following options:
 - **Management Research Paper** - A management research paper of 20-30 pages on a topic that is broadly applicable to airport management proposing a set of guidelines to manage a problem or set forth an argument for implementing a project or using a methodology.
 - **Case Study** - Prepare a case study of 20-30 pages to recount/analyze the steps or measures taken by a specific airport or airport system in implementing a project or managing a problem.
 - **Presentation** – prepare and present a topic at FOAM or another recognized industry conference. The 20-30-minute presentation package must include handouts, outline and PowerPoint slides.

How will the proctored essay be evaluated?

The proctored essay will be evaluated according to the following criteria:

- **Organization:** An effective essay response has a clear beginning-middle-end structure and the discussion flows smoothly from one point to the next.
- **Quality:** In an effective essay response, the sentences are clear, concise, coherent, and free from errors in grammar, punctuation and usage.
- **Depth:** An effective essay correctly responds to the question and supports generalizations with ample and accurate details, examples, or facts.



Both responses must meet the above criteria for the candidate to successfully complete the proctored essay.

As a guideline to what makes a good essay response, the Board of Examiners has provided the information below.

- Every essay question must contain four (4) essential elements:
- The response should provide an opening statement (thesis) which captures the main argument for the answer. It must be clear and coherent and should provide a solid introduction to the overall answer.
- The essay response must offer supporting evidence. The candidate must provide the supporting evidence in paragraph (not bullet or list) form. Each paragraph must contain evidence supporting one idea or concept which proves the thesis statement. The writer must provide citations (in footnote, endnote, or in parenthetical form) for all evidence presented. Plagiarism is unacceptable and is grounds for failing the exam.
- Every essay must follow basic rules of format and grammar. Every essay must contain a beginning, a middle (several supporting paragraphs that comprise the body of the essay), and an end (concluding paragraph). Grammar is vital for essay composition. Sentence fragments, misspellings, and improper punctuation denote a carelessly-written and poorly-conceived answer.
- The essay must address all elements of the question. The recommended format is that of a formal report written in the third person for the benefit of a governing body, supervisor, or senior management as appropriate. There is no need to preface the answer or state assumptions. Unless otherwise stated, the response should represent a medium hub airport director's response.