

NATIONAL COLLEGE TESTING ASSOCIATION, INC.

WRITTEN POLICY ON INCOME-BASED MEMBERSHIP AND DUES SCHEDULE (1.0)

Adopted by the NCTA Governing Council on September 18, 2026, pursuant to Articles 14.01 and 17.01 of the Bylaws

1. Purpose and Findings.

The Council finds that the purposes of NCTA stated in Article 2.01 of the Bylaws are not limited by geography, and that prevailing dues and fee levels operate as a barrier to professional participation by testing professionals and testing centers located in lower-income economies. The Council further finds that reducing that barrier advances the educational and professional development purposes of NCTA by extending professional standards, professional development, and access to the NCTA Proctoring Network to institutions and individuals presently unserved, and by improving the availability of proctored testing for distance learners. This Policy is adopted to give effect to those findings.

2. Nature of This Policy.

This Policy establishes a schedule of dues and fees applicable to the membership categories enumerated in Article 3.03 of the Bylaws. It does not create a membership category or sub-category, and it does not alter the eligibility criteria, benefits, voting rights or obligations attaching to any category.

3. Definitions.

(a) Classification means the World Bank Group Country Income Classifications in effect on the first day of the fiscal year of NCTA, which classification shall govern for the entirety of that fiscal year without adjustment.

(b) Member Location means, for an individual member, the country of the member's primary residence or principal place of employment; and, for an entity member, including Institutional, Corporate and Associate members, the country in which the member is organized and maintains its principal place of operations. The presence of employees, affiliates, branches or facilities in a country other than the principal place of operations does not establish Member Location.

(c) Applicable Percentage means the percentage set forth in Section 4 corresponding to the income group in which the Member Location is placed by the Classification.

4. Schedule of Dues.

Dues for each membership category shall be the standard rate established by the Council for that category multiplied by the Applicable Percentage, rounded to the nearest dollar:

Income group under the Classification	Applicable Percentage
High income	100%
Upper-middle income	50%
Lower-middle income/Low income	20%

Economies not classified by the World Bank shall be treated as high income unless the Council determines otherwise by resolution.

5. NCTA Proctoring Network Listing Fee.

The fee for a listing on the NCTA Proctoring Network shall be determined by applying the Applicable Percentage to the standard listing fee. Where a listing is included in the dues for a membership category, no separate listing fee applies and this Section has no effect on that category. Eligibility to list on the Network continues to be governed by the NCTA Proctoring Network Guidelines and by the NCTA Professional Standards and Guidelines, which this Policy does not modify. Adherence to those standards is a condition of listing without regard to Member Location or Applicable Percentage.

6. Items Excluded.

This Policy does not apply to conference registration, certification fees, or any other charge that recovers a direct per-participant cost incurred by NCTA. Those charges reflect actual expense, and a reduction would either require NCTA to absorb that expense or shift it to other participants.

7. Determination and Verification.

An applicant or renewing member shall identify its Member Location at application and at each renewal, and the identification shall be treated as a representation to NCTA. NCTA may request reasonable documentation. A member whose Member Location changes shall notify NCTA at its next renewal. A misrepresentation of Member Location is grounds for retroactive assessment of the full rate and for action under Article 3.02 of the Bylaws.

8. Legal Compliance.

Eligibility under this Policy and admission to membership are in all cases subject to compliance with the laws of the United States, including the sanctions programs administered by the Office of Foreign Assets Control of the United States Department of the Treasury. NCTA shall screen applicants and renewing members against the Specially Designated Nationals and Blocked Persons List and the consolidated sanctions list, and shall not extend or maintain a membership, or provide a Network listing, where doing so would violate applicable law. NCTA reserves the right to decline or to terminate any membership or listing on that basis. No reduced rate under this Policy creates any entitlement to membership.

9. Voluntary Election of the Full Rate.

Any member eligible for a reduced rate may elect to pay the full standard rate. NCTA shall provide for that election at application and at renewal.

10. Annual Administration.

The Operations Manager shall update the Classification reference on the first day of each fiscal year and shall apply the updated classification prospectively. A member whose Member Location moves to a higher income group shall pay the higher applicable rate beginning with the next renewal following the change, and shall not be assessed any adjustment for a prior period.

11. Incorporation into Membership Terms.

This Policy shall be incorporated by reference into the NCTA membership application and renewal terms, and the rates payable under it shall constitute the amounts established by the Council for purposes of Article 3.02 of the Bylaws.

12. Review.

The Council shall review this Policy, including participation levels and financial effect, no later than the conclusion of the second full fiscal year following its effective date.

13. Effective Date.

This Policy takes effect September 18, 2026, and applies to memberships and Network listings commencing or renewing on or after that date. It does not apply retroactively, and no refund or credit is available for dues or fees paid before that date.