

# PROCTOR CHECKLIST

North American Technician Excellence, Inc.

Exam Session



- Review Proctor Script before test session.
- Verify that the number of test packets received matches your candidate list.
- Check if extra test packets - if ordered - are received.
- Pre-check for the testing room:
  - Seats arranged side-by-side in same direction.
  - Adequate working space for the candidates and the proctors.
  - No. 2 pencils available.
  - Secure area for candidates to put extra materials/possessions (includes cell phones and other electronic devices away from testing area.
- Check in of candidates:
  - Collect payment on site if necessary.
  - Have candidates place all extra materials/possessions in the designated secure area as they enter.
  - Remind candidates not to open any packets until you tell them to do so.
  - Maintain security of unused test packets.
  - Have the extra answer cards included in the proctor packet on hand if needed.
- Use script enclosed to explain procedures
- When candidates finish early:
  - Follow script if candidate(s) complete tests early. (Candidates may leave upon sealing packet.)
  - Check candidate's name, NATE ID, and answer card are correctly completed, and have each candidate sign their answer card.
  - Ask candidate to place exam booklet, signed answer card, test survey, signed code of conduct, demographic form, and original exam packaging in return envelope. Observe the candidate seal and sign the return envelope in front of you.
  - Gather candidate envelopes and place back in original box/package.
  - Maintain security of the completed sealed exam return envelopes.
- End of testing session:
  - If any candidates did not finish before the end of the time limit, have them stop testing and call each candidate to you (or go around to each candidate).
  - Ensure candidate's name and answer grid are correctly completed, and have each candidate sign the answer card.
  - Ask candidate to place exam booklet, answer card, test survey, signed Code of Conduct, demographic card, and original exam packet envelope into the return envelope. Observe the candidate sign and seal the return envelope in front of you.
  - Box up the sealed return envelopes as well as any unopened exam packets.
  - Complete the Test Session Audit Form, noting any security problems or other issues in the "Comments" section.
  - Ship envelopes and form (via **trackable** method such as Fedex or UPS) to:

**NATE**  
**2311 Wilson Blvd. Suite 410**  
**Arlington, VA 22201**