![NCCPT - National Council for Certified Personal Trainers logo]

PROCTOR AGREEMENT for NCCPT DISTANCE LEARNING EXAM

Proctoring for students taking The NCCPT Certification Exam

To be approved as a proctor, you must have the required equipment and testing environment for a student to take the exam. Here are a list of the requirements to be approved:

TESTING CENTER REQUIREMENTS

General

- Test Center must conform to local building, sanitation & health codes, as well as meet ADA requirements

- Building and grounds must be clean and in good condition

- Exits must be clearly marked and unobstructed

- Fire extinguishers required and in working order, location well marked & easily accessible

- Emergency exits must be clearly identified and clear of obstructions

- First-Aid kits must be stocked and easily accessible

- Restrooms must be located in the same building as the testing center

- Restrooms must be clean, supplied with necessary items, and in working order

- Adequate parking must be available near the testing center location

Test Room Physical Space

- Test room must be large enough to comfortably place testing stations and chairs

- Testing terminals must be arranged so that an applicant cannot view a computer monitor at one of the other work stations. Partitions are required between each workstation.

- Test station table surface must be large enough to accommodate the monitor, keyboard, mouse pad and applicable testing materials. A recommended size would be 42″ x 36″.

- Testing area must be located so candidate will not be disturbed by foot traffic, loud conversation or outside noise.

- Testing room shall be free from any other activity during testing sessions; during non-testing time, the testing room may be available for other uses.

Test Room Environment

- Temperature must be consistent and comfortable

- Test room must be well-ventilated, with continuous air circulation

- Test room must be lit so that each candidate can read all diagrams, charts, etc., and read the computer screen with no glare.

Security and Surveillance

- Testing must take place in a separate room with a closable door

- Proctor station and printer must be located outside of the testing room

- Testing room door must be lockable, restricting any unauthorized access

- All testing material must be secured when not in use

- The testing room may be used for other purposes when not being used for testing

- Students may not use their personal computer. A computer with internet access must be available.

- Proctor must keep the student in sight the entire time the student is taking their exam.

Equipment and Supplies

- Copy machine or scanner to provide copies of candidate IDs and test eligibility documents

- A locking file cabinet to secure test materials and candidate documents

- Ream of clean paper to be issued to candidate, if applicable, and pencils

Proctoring a student is a two-step process; becoming a proctor and then administering the exam.

Step 1: Becoming a Proctor

- Check the Testing Center Requirements to see if your situation is adequate for testing. You may check them at https://www.nccpt.com/data/pdf/policies-and-procedures-handbook.pdf
- You must fax this form to 1-800-915-5545 or scan the form and email it with delivery receipt to personaltrainer@nccpt.com. On the fax or email please include YOUR phone number and email address. **IMPORTANT! Please indicate the student's full name and phone number so we know whom you are proctoring otherwise we will not be able to set up the test.**
- This information must be delivered Monday through Friday between the hours of 9:00 am - 5:00 pm Pacific Standard Time. Please allow two business days for processing.
- We will need a federal photo ID of yourself.
- Once approved, you will be sent an approval email along with the <u>PROCTOR and STUDENT SIGN –IN SHEET for NCCPT DISTANCE LEARNING EXAM</u> form to use when you proctor the student(s).

Many Libraries offer proctoring of examinations from a variety of institutions as a service to the community. Requirements and details of the process differ somewhat among various libraries, but this outline should serve as a general guide to the process.

1. When a student needs to be proctored, he or she should contact a library in their area.
2. The library will then inform/send the student the following information for the school/institution: Proctor name, title, address, email, phone number, and fax number.

Library Name:
Proctor Name:
Address:
Email:
Phone:
Fax:

3. The student is responsible for sending the above information to the NCCPT-CB. After the NCCPT has received this information, there are several different scenarios: The NCCPT may call the proctor. Usually we will email the proctor with any additional questions or proctoring instructions.

The proctor will be asked to fill out the **PROCTOR AGREEMENT for NCCPT DISTANCE LEARNING EXAM** form to return to the school.

4.   Once the library/proctor has been approved by the NCCPT to administer the test, the NCCPT will send the library the proctoring instructions via email. As soon as the proctoring instructions are received and the **PROCTOR AGREEMENT for NCCPT DISTANCE LEARNING EXAM** is accepted by the NCCPT, the proctor will inform the student to let him/her know they are approved to proctor and may schedule their exam. Tests are proctored between the hours of operation of that particular library and proctor availability. Schedule the test in advance. We cannot guarantee that a certain day or time will be available. Often tests are proctored only one day a week. Planning ahead is extremely important.

5.   Please note: The NCCPT will not allow the student to use his/her own computer. They must reserve one of the Library computers for the student.

6.   When the student arrives, the proctor will request a Federal-issue photo-ID to verify identity and a valid CPR card. The proctor will explain or read the general requirements to the student, such as materials allowed or banned during the examination (e.g. notes, books, calculator, etc.), and that use of cell phones, pagers, etc. will result in the exam being voided immediately. The student will be asked to examine, read, sign and date any documents necessary, including the answer sheet if used. The proctor will explain the time limits allowed for the exam.

7.   The student will then log on to the testing software.

8.   Once the student is logged in, the Proctor will contact the NCCPT to confirm the student is ready to receive the proctoring ticket with the link to the activation code to unlock their exam. The proctor is required to remain in the room with the student while the exam is in progress to ensure that the rules set by the NCCPT are followed.

9.   On completion of the exam or the time allowed for the exam has expired, all materials will be collected: a blank sheet, answer sheet if applicable and an evaluation (the evaluation is generally voluntary.) The proctor will sign the proctor certificate and provide any additional information requested

10. Payment to the library or facility may be due at this time or in some instances may be due at the time of the reservation (see Proctoring Fees below). Please note that if there are any complications with the test administration, the student will be responsible for paying for any time involved. A receipt will be given to the student for the payment. Payments are tax deductible.

11. If the exam is to be sent by FedEx, the proctor will call FedEx to schedule a pick up. The FedEx package must be prepaid and addressed by the student or school.

12. If a paper and pencil exam is necessary (internet access is not available) the NCCPT will provide a self-addressed stamped folder/package/envelope to return the exam.

13. If the exam is paper and pencil, the proctor will place the requested materials in the return folder/package/envelope, seal and mail it within 24 hours after the test is completed.

14. Cancellation of a proctoring reservation is the responsibility of the student. Failure to notify the library of a cancellation may affect future proctoring privileges. Cancellation policies may vary per library. The Library may also reserve the right to cancel or change a proctoring appointment.

Proctor Agreement Statement

I, (_____) will have the student(s) sign the PROCTOR and STUDENT SIGN –IN SHEET for NCCPT DISTANCE LEARNING EXAM. Upon completion of the exam, a copy of the student's approved ID and valid CPR card along with SIGN-IN SHEET will be faxed or emailed to the NCCPT within 24 hours.

I will carefully review all exam instructions and certify that each exam be administered in accordance with the following guidelines:

Proctor will verify both Student(s) forms of ID; a primary and a secondary. The primary ID must be a valid government-issued ID bearing photo & signature. The acceptable forms of primary identification include:

• Driver's license
• Passport
• Military identification
• Employee identification card

Acceptable forms of secondary ID can be any of the above or a valid CPR card. CPR card

I, (_____) will ensure no outside assistance will be allowed (closed-book only, no references, etc.) A blank piece of paper may be used as scratch paper.

I will remain in the room remaining vigilant and observing the student the entire time the student is taking their exam.

Student(s) will have two (2) hours to complete the exam. They will not be able to get up from their chair, use their phone or speak to anyone for the duration of the exam. They are not able to print screen or exit to access any browser.

At the termination of the exam, I will destroy all scratch paper and dispose of them. I agree that all exam results will remain confidential.

Once you have been approved as a proctor we and administer the exam, you will be required to have the **PROCTOR and STUDENT SIGN –IN SHEET for NCCPT DISTANCE LEARNING EXAM** form with you and follow its instructions.

Step 2: Administering the exam

- Directions to log on to the testing site to take the exam will be sent to you prior to taking their exam.
- The test must be taken on a DSL or other high-speed internet link.
  DO NOT USE A DIAL-UP CONNECTION
- You must verify and make copies of the student's accepted ID and CPR card
- The student must present a valid non-expired CPR card bearing the name of the examinee before taking the exam
- Students must sign in on the **PROCTOR and STUDENT SIGN –IN SHEET for NCCPT DISTANCE LEARNING EXAM.**
- This is a closed book exam. No other materials are allowed. The student may use a scratch piece of paper and a calculator. Phones are not allowed. The student is NOT allowed to copy questions from test!
- You must monitor this person the **ENTIRE** time it takes him/her to finish their exam.
- The student is not allowed to get up from their chair for the duration of the exam.

Pass/Fail
You will not be required to grade the exam. An email confirmation will be sent containing the test score to the student. If a passing score is not achieved, the student must contact the NCCPT to purchase a retake. Students are responsible for paying the fee prior to retaking the exam. If the test is not taken within six (6) months from date of purchase there will be a late fee to take the exam. If the student does not pass the exam after three times we recommend he/she attends a 2-Day Workshop for an additional fee. (contact the NCCPT for pricing and dates.)

Remember, you are proctoring a nationally recognized certification. Please ensure the correct person is completing the exam and is not using any study materials.

Please Note: *If the proctor opens the exam and the student is not present and wanting to take the exam or the test is somehow closed or frozen and is not fault of the testing website, there may be an additional fee.*

To be considered and approved as a proctor, please sign and return this form with a photocopy of your ID to the NCCPT-CB via fax or email to:

NCCPT Certification Board
Fax: 800-915-5545

Personaltrainer@nccpt.com

NOTE: If found in violation of this agreement, certification(s) are considered null and void.

Proctor Information:
Name:

_____

Email: _____

Cell phone: (_____) _____-_____

Proctor Signature:

_____

Date: _____/_____/_____