



**PROCTOR APPLICATION (Page 1)**

**APPLICATION INSTRUCTIONS:**

1. Print this application.
2. Please fill in the application in its entirety. Please take care to ensure text is legible.
3. PLEASE NOTE: the Proctor portion of the form must be notarized at time of signature.
4. The completed, notarized form should be faxed to **727.569.0195** or you may scan the document and email to **bchalmers@abqaurp.org**. **Completed, notarized Proctor Applications are due 30 days from the date of Initial Exam Eligibility.**
5. Make sure you retain a copy of the completed forms for your records.

**CANDIDATE INFORMATION**

Name: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**PROCTOR INFORMATION**

Name: \_\_\_\_\_  
 Job Title/Position: \_\_\_\_\_  
 Institution where Title/Position is held: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Ste./Floor: \_\_\_\_\_  
 City/Province: \_\_\_\_\_ State: \_\_\_\_\_  
 Country: \_\_\_\_\_ Zip/Postal: \_\_\_\_\_  
 Business Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_  
 Preferred Contact Phone Number: \_\_\_\_\_  
 E-mail Address (required): \_\_\_\_\_  
 Alternate E-mail Address (if available): \_\_\_\_\_  
 Relationship to Candidate: \_\_\_\_\_

**PROCTOR CRITERIA**

In order to be approved as a Proctor, the individual must meet at least one of the criteria listed below. **The chosen Proctor will NOT be approved if he or she is a relative, friend, or plans on sitting for the HCQM Exam themselves.**

- ABQAURP Diplomate
- Manager/Supervisor within your organization
- Physician or Nurse peer
- President/Vice President within your organization
- Principal or Superintendent of an educational institution
- Certified college instructor
- School Guidance Counselor
- Military Educational Officer
- Clergy
- Law Enforcement Officer
- Official employee of a learning/tutoring center

**PLEASE NOTE: ANY FEES CHARGED BY THE PROCTOR WILL BE THE RESPONSIBILITY OF THE CANDIDATE.**



**PROCTOR RESPONSIBILITIES**

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 this examination. The responsibilities of a Proctor are outlined below. **All Proctors are required to adhere to these guidelines whenever administering the examination.**

1. The candidate is responsible for making initial contact with the Proctor to make the necessary arrangements for setting up their Proctor and taking the examination.
2. The Proctor is required to have phone, e-mail and Internet access. Important messages and/or files will be sent via these methods.
3. The Proctor will receive an e-mail when approved by ABQAURP. You **must** reply to this email to validate your information.
4. Please verify the identity of the student by requesting an acceptable form of photo I.D., such as a valid driver's license.
5. The student may not view the examination prior to the date and time arranged for taking the examination. The exam must be taken in one sitting.
6. Please verify that an appropriate location for taking the examination, free of distractions and comfortable for test taking has been established.
7. The Proctor must access the examination website (from the testing computer) prior to the test date to **run a system check and download the ABQAURP Browser**. It is extremely important that you read and follow the instructions in the Site Readiness section that can be found on the Proctor login page. This can be done anytime prior to the exam date to avoid any technical problems while administering the exam.
8. The candidate is not allowed to use any resources while taking the examination. Books, notes, and papers of any kind are prohibited.
9. To access the online exam, the candidate/Proctor will login to the site using the information provided by email. When prompted, the Proctor will initiate the session by entering the password supplied to them by ABQAURP after approval.
10. The candidate should be monitored during the course of the examination to ensure they are completing the exam following all guidelines.
11. The candidate must adhere to the time limit restrictions on the examination. The examination window will be open 180 minutes (3 hours).
12. Examinations must be accessed and completed at the exact date and time as indicated on the welcome email.
13. At the end of the examination, the candidate and Proctor are required to complete and submit the Candidate/Proctor Examination Verification Form. Please be sure to fill in all sections completely.
14. **The Proctor is responsible for returning the Candidate/Proctor Examination Verification Form within 24 hours of finishing the exam. An examination submitted without this form will not be valid. A scanned copy may be emailed to [bchalmers@abqaurp.org](mailto:bchalmers@abqaurp.org) or faxed to 727.569.0195.**

**VERIFICATION**

I, the above named Proctor, hereby verify that all information on this application is true to my knowledge. I will assume my role as Proctor in a professional manner and adhere to all Proctor Responsibilities when administering this examination.

Examinee's Name (printed): \_\_\_\_\_

Proctor's Name (printed): \_\_\_\_\_

Proctor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Affix Notary Seal Here:**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_

Notary Public Signature: \_\_\_\_\_

Personally known

Produced identification - Type of ID: \_\_\_\_\_