



PROCTOR CHECKLIST

PROCTOR CRITERIA

In order to be approved as a Proctor, the individual must meet 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 securing a Proctor and scheduling 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 verify your information.
4. Please verify that an appropriate location for taking the examination, free of distractions and comfortable for test taking has been established.
5. The Proctor must access the examination website (from the testing computer and network) 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.
6. 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.
7. 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.
8. The candidate is not allowed to use any resources while taking the examination. Books, notes, and papers of any kind are prohibited.
9. Please verify the identity of the student by requesting an acceptable form of photo I.D., such as a valid driver's license.
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 Candidate/Proctor confirmation of scheduled exam appointment e-mail.
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 completing the exam. An examination submitted without this form will not be valid. A scanned copy may be emailed to bchalmers@abqaurp.org or faxed to 727-569-0195.

PROCTOR EXAMINATION PROCESS

Prior to the Day of the Examination

- The Proctor will receive an e-mail when approved by ABQAURP. You **must** reply to this email to verify your information.
- You will receive additional information which will include the necessary password to access the online examination.
- Contact your exam candidate to schedule a date, time, and location for the examination.
- The Proctor must access the examination website (from the testing computer) one week 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 tutorial and Site Readiness section, found on the Proctor login page. This must be done to help avoid any technical problems while administering the exam.
- Print out a copy of the Candidate/Proctor Examination Verification Form to have ready at the end of the examination. **Any examination received without this form will not be valid.**

On the Day of the Examination

- A valid photo I.D., such as a driver's license, must be presented to the Proctor.
- A copy of the Candidate/Proctor Examination Verification Form should be printed and ready to complete with all necessary information.
- The examination time is limited (and timed) to 180 minutes (3 hours).
- Neither the Proctor nor candidate are allowed to copy any questions down to take with you after the examination.

After the Examination

- Fill in completely and sign Candidate/Proctor Examination Verification Form. **An examination completed without this form being sent to the ABQAURP office within 24 hours will not be valid.**
- The Proctor should return the signed verification form via email (if scanned) to **bchalmers@abqaurp.org or fax to 727-569-0195.**
- Barbara Chalmers will send the candidate an email notification upon receipt of their completed examination and verification form.

Thank you for your time and effort in serving as a Proctor with this examination.