


REMOTE PROCTORING

Marianne Horahan, MBA, MPH, BSN, RN, NEA-BC, CPHQ
President
Assembly Meeting
Saturday, October 5, 2019



10.1 **Provide** evidence that proctors are trained. Examples include copy of Proctor Training Manuals, copies of online screen sheets from a test vendor or certifier that clearly indicate such, etc.

10.2 **Provide** policies regarding maintenance of standardized testing and secure testing conditions.

11.1 **Submit** both certifying organization and test vendor policies and procedures addressing the following:

11.1a. Security of test items, test forms, and the item bank itself, whether in electronic or hard copy form.

11.1b. Shipping or electronic transfer of tests, testing materials (e.g., exhibits and candidate rosters) and answer sheets to and from item writers and reviewers, vendors, and administration sites.

11.1c. Admission and seating of candidates.

11.1d. Proctor hiring, training, and monitoring (e.g., non-disclosure agreements or unannounced visits).

11.1e. Measures to minimize irregular behavior and site irregularities (e.g., computer failure).

11.1f. Security measures employed by computer testing center vendors and staff, where applicable.

11.1g. Detection and handling of incidents of suspected irregular behavior and site irregularities.

11.1h. Management of detected or suspected testing irregularities, including implementation of contingency plans as warranted (e.g., retirement of test forms, cancelling/invalidating scores, etc.).

11.2 **Submit** both certifying organization and test vendor sample security/confidentiality and intellectual property ownership agreements signed by individuals participating in any phase of examination development and administration, including, but not limited to, item writers, test developers, proctors, test vendor representatives, and board members.
