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Proctor Manual

The National Allied Health Test Registry, a division of the National Association for Health Professionals has prepared this proctor manual.

This material should be reviewed thoroughly by the proctor in preparation for the administration of the National Registry Examinations.

As proctor it is your responsibility to maintain complete security of the test material until the examinations are to be administered. The test material package should be housed in a secure locked area until the day of the examination.

Any breach in testing procedures or security will result in immediate probation for your school's testing program.

All proctors shall remain in attendance during the examination, if it is discovered that the proctor has left the testing room, all examinations conducted during this session will be voided. If it is discovered that an unapproved proctor conducted the examination, all examinations conducted during this session will be voided.

The following is the Proctor to Examinee Ratio:

1 – 40 examinees:	<i>One proctor will oversee the testing</i>
41 – 60 examinees:	<i>Two proctors will oversee the testing</i>
61 – 80 examinees:	<i>Three proctors will oversee the testing</i>
Over 80 examinees:	<i>School will be required to schedule two different test dates.</i>

If you have any questions concerning test material or the administration of the National Registry exams please direct your questions to:

Testing Coordinator:	Amy J. Hersh	1-800-444-0839
CEO/National Director:	Connie D. Wright	1-800-444-0839
Online Testing Director:	Monica Haney	1-800-444-0839
Online Technical Support:	Monica Haney	1-800-444-0839 during office hours
Online Technical Support:	Josh Chambers	1-913-639-3061 *pager

*You may leave a message if you are testing after our office is closed. If you test after hours or on weekends, you may be delayed in receiving assistance.

Proctor Responsibilities

National Allied Health Test Registry (NAHTR)

[A Division of the National Association for Health Professionals]

As a proctor, you are responsible for the administration of the National Allied Health Test Registry examinations, in compliance with the testing regulations specified herein. Your proctor responsibilities are as follows:

- [Arrange for admission into testing space, keeping the testing area quiet.
- [Arrange for testing space and keeping all test materials secure.
- [Personally receive all communications regarding the exam.
- [The tests come individually sealed with the examinee's name on the outside of the test packet.
- [You may admit anyone listed on the testing roster that has proper identification.
- [Having identified the applicant, have them fill out and sign their admission card completely and accurately. This card is to be used as an *admission ticket*, and is later attached to the complete examination.
- [Examinees are not permitted to bring personal items into the testing area. Provide a designated area for their personal belongings. Only pencils and erasers are acceptable.
- [Examinees that arrive late may be allowed to enter and take the examination, however, no examinee shall be accepted after 10 minutes because of being late.
- [Once the testing begins, a record of the seating plan shall be made and returned with the testing materials to the NAHP.
- [Should a defective test be reported during the examination, you may open another test. Secure the defective test with the other completed tests.
- [Only under the circumstances of a defective test is a proctor allowed to examine or review a test.

Under no circumstances should you answer any questions regarding the test. Should an examinee object to any question, you may advise the examinee to answer the test question to the best of their ability and that you will make a note of the situation in your proctor report.

Examinees are permitted to go to the restroom one at a time, however, their testing materials are to be collected before leaving the room and returned after the examinee re-enters the room. **No extra testing time is allowed for their absence.**

Examinees that complete their test early may be permitted to leave, except for those that finish within the last 10 minutes of the examination completion time. This is to prevent disturbance of those still taking the test.

You have the authority and the responsibility to assure the examinees that disruptive behavior will not be tolerated. Any examinee causing disruptive behavior will be required to leave the examination area.

Should you suspect an examinee of cheating, indicate all details in your proctor report and note it on the seating chart. But, allow the examinee to continue the test.

Examinees are NOT to write on the examination, only on the answer sheet.

Collect all the materials from each examination one at a time and do not dismiss any examinee until you have accounted for all testing material, including pencil.

At least five examinees that have paid the test fee must sit for the exam for a proctor to be paid the fee.

Complete all proctor forms required and return all testing material to NAHTR the following business day. Failure to do so will result in no payment of proctor fee.

A seating chart of all examinees may prove to be a crucial document in later processing and verification of examinees.

Proctors must not allow unauthorized admittance into the examination area.

Prior to Examination Day

Adequate space for examinees should be provided, a recommended separation of examinees would be 4 to 5 feet apart.

When possible seat all examinees facing the same direction. The proctor should be seated so as to have an unobstructed view of the examinees at all times.

Designate a place where examinees may store personal belongings while the examination is in progress.

Receiving Test Materials

The security of all testing materials, from the time they are received until the time they are returned to NAHTR, are the responsibility of the proctor.

Test materials should arrive at least 1 week prior to the scheduled examination date. Upon receipt of the shipment, check each carton and take inventory of its contents. Check the roster against the tests supplied.

If the test packets do not match the number of examinees, immediately notify NAHTR so additional test packets can be forwarded to the test site.

Instruct office personnel to accept the test shipment and to secure the shipment until it is delivered to you.

After the shipment has been reviewed, store the packets in a secure area until the test date.

Contents of Test Packet

Test Books – with answer sheets enclosed
Admission Cards
Proctor Report
Examinee Roster
Return Shipping Supplies
Proctor Forms
Pencils

Day of the Examination

Examinees properly registered for the examination are listed on the admission roster. If you have students that are paying and turning in applications on the day of the test: *please check to see that the applicant has completed all forms required and has proper payment of the exam.* When the examinees are being admitted into the test area, advise them that they are being admitted on the strength of the application documents but the examination is subject to invalidation if the examinee is found to be ineligible for the examination.

Admitting Late Examinees

Examinees that arrive late may be allowed to enter and take the examination, however, no examinee shall be accepted after 10 minutes and the examinee should be advised that no extra time will be allowed to complete the examination.

Seating Chart

Once the testing begins a record of the seating plan must be made and returned with the testing materials to be kept as a permanent record of the examinees present and their location.

Defective Test Materials

If a defective test is reported during the examination, the proctor should open and inspect the test material and attach a note to the material with the completed test materials. Please make a note of the incident on the proctor report. Then replace the defective material with an unused packet.

Questions Regarding Test Items

Under no circumstances should you answer any questions regarding the test content. Should an examinee object to any questions, you may advise the examinee to answer the test question to the best of their ability. Inform the examinee that you will make a note of the situation in your proctor report and the situation will be reviewed.

Absence from the Testing Room

Early Completion:

Examinees who finish the examination early are permitted to leave the testing room, one at a time until the last ten minutes of the examination session. Be sure to collect one test book, one answer sheet, one pencil and one admission card from each examinee that leaves early.

Permanent Withdraw:

If an examinee must withdraw from the examination permanently, collect the examinee's test packet, pencil and admission ticket. Be sure that your proctor report reflects the situation.

Restroom Use:

Examinees are permitted to use the restroom one at a time, however, their testing materials are to be collected before leaving the room and returned after the examinee returns. No extra testing time is allowed for their absence.

Irregular Behavior:

You have the authority and the responsibility to assure the examinees that disruptive behavior will not be tolerated. Any examinee causing disruptive behavior will be required to leave the examination area, please use your proctor report to report such an incident.

Collecting Test Materials

At the end of the testing session, collect the following materials from each examinee:

Collect one **test booklet**

Collect one **answer sheet**

Collect one **admission card**

Collect one **pencil**

Administering the Examination

Before the examination begins, be sure you have taken a proper count of the examinees present, and the seating chart has been completed. Read aloud all statements that appear in **bold**, pausing when the asterisks appear, allowing the examinees sufficient time for the procedure described. Do not depart from these instructions or answer any questions regarding the material covered in the exam questions. If an examinee thinks a test item is misprinted or incorrect, instruct them to answer the item to the best of their ability with the information provided. Assure the examinee that the item will be identified in your report to the NAHTR for review prior to scoring and will be deleted from scoring if found to be of a faulty nature.

Begin the Examination

After all examinees have been admitted and seated, say:

Before we begin the examination, check your admission card and be sure that all information is correct.

After the examinees have confirmed the information given, say:

Clear your desk of all materials except your admission card, a number two pencil and eraser. You may not make any notes of the examination material, therefore, no other writing paper will be allowed. If you have other materials, please hand them in to me until you have completed the exam.

After the desks are cleared, say:

I will now distribute the test packet. Do not break the seal on your test packet until you are instructed to do so.

Distribute one test packet to each examinee. Those students who have pre-registered to take the examination should have their name and social security number pre-printed on the test packet. For those examinees that are making application on the day of the exam, extra exams have been shipped to accommodate those applicants.

Now say:

You may now break the seal on your exam. Print your social security number and your full name in the space provided on the answer sheet. *Now read the directions on the answer sheet and on the facing page of the test packet itself. Be sure you understand how to complete the answer sheet. Are there any questions?*****

After the examinees have completed reading the directions, say:

You are not permitted to make calculations or notes in your test book. Record one answer for each question, give the best or most common answer per question. During the examination, if you find a defective test book or answer sheet, or if you must be excused, please raise your hand.

There will be two warning signals given during the test. One at 30 minutes prior to the end of the exam and one at 10 minutes prior to the end of the exam. Should you finish the test early, you may leave the room, however, be certain your desk has been cleared of all test materials. Your test book, answer sheet, pencil and admission card has been returned to me.

You will have two and one-half hours to complete the exam. When I give the signal, you may begin your exam. Are there any questions?***

Allow time to respond to any questions, then say:

You may now begin your examination.

Mark on your proctor report sheet the time the test began. Walk around to see that all examinees have recorded the proper information and are marking their answer sheets in the proper manner.

Thirty minutes before the end of the examination, say:

You have 30 minutes to complete the examination.

Ten minutes before the end of the examination, say:

You have ten minutes to complete your exam. Please remain seated until everyone has finished and you are dismissed.

At the completion of the allowed time, say:

TIME. Please close your test books, and put your pencils down. Once again, check for any errors in the information given on the front of the answer sheet. No one is permitted to leave the room until all test materials have been accounted for. Test books, answer sheets, pencils and admission tickets will now be collected.

Collect test books, answer sheets, pencils and admission cards from each examinee. After all test materials have been collected, say:

The examination is complete, you may now be excused.

Notice to the Proctor

Immediately concluding the examination

The proctor responsibilities and duties you have undertaken are of great importance and seriousness by which they are enforced are consequential to the validity of this examination.

The proctor information sheets provided in the test packet must be completed.

Seating Chart:

Each examinee's name must be written on the chart to represent his/her placement in the testing room and in conjunction to fellow examinees.

Proctor Report:

This report must be filled out regardless of any irregularities. Even if there were no problems, this must be stated in the area provided with signature and date.

Proctor Information:

This report is solely for the issuance of payment of the proctor's fee.

*If any of these three forms have not been filled out completely,
forfeiture of the proctor's fee may be a result.
These requests must be met with complete compliance.*

Packing Test Materials

At the completion of the examination session, immediately return the answer sheets, attendance roster, seating chart, admission cards, pencils and test books in the box or envelope that the materials arrived in. All materials must be returned to the NAHTR within 10 working days of the examination. Failure to do so will result in NO payment of the proctor fees.

Use the pre-addressed mailing label provided to return the materials to the NAHTR via UPS or Federal Express ONLY. Please do not send exams back using regular mail.

Thank you for your time and cooperation in the proctoring of the examination.

Common Questions and Answers

Q. Will I still be paid the \$50.00 if less than 5 people show up to take the examination?

A. No, there is a minimum of 5 people required.

Q. Can I still proctor the examination if I have less than 5 people?

A. Yes you can still give the examination to less than 5 people, but you will forfeit the proctor fee.

Q. Can I as the primary proctor for my school recruit another staff member to help me with all the duties required of me?

A. Yes you can, however you alone will be responsible for anything that is done incorrectly, or for anything that is lost in the process of getting the tests back safely.

Q. Can we conduct review sessions for our students?

A. Absolutely, and it is recommended that you do so, however please follow a few common sense rules.

1. Review with your students from the correct review manuals available through the National Association for Health Professionals.
2. Never break the law by making copies of the review manuals, they are available for a reasonable price and should not be copied for any reason.

Q. If on the test day I find that in my packet of tests there are not enough tests, can I make copies to test additional people?

A. Absolutely NOT! Copies of the examination may not be made for any reason what so ever. They come to you sealed and should remain so until it is given to the proper examinee, whose name appears on the front of the examination.

Q. What happens if on my scheduled test day nobody shows up to take the examination.

A. Every examinee that has filled out an application to take the examination will be sent a notice and they will have to pay a re-scheduling fee of \$10.00 and then will be put on the schedule again.

Q. If a student brings cash with their application, should I accept it?

A. Never accept cash from a student, they should purchase a money order on their own and pay for their application with that, they can also pay with check or credit card.

Q. Can our school give more than one test a month?

A. Usually the answer would be NO, however if you have day and evening classes that have enough students you can test them separately. We need to see numbers of at least 15 to 20 students to warrant paying two proctor fees a month.

Q. Can I accept people from outside my school to take the test?

A. Yes you can test any individual you wish, if they are on the roster, they are approved to take the examination.