



# NAHP Proctor Contract

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Please appoint one individual to fulfill the responsibilities and duties of primary proctor and designate a secondary proctor. A third proctor can be added as a backup proctor. Each person designated as proctor is required to complete this contract\confidentiality agreement and submit a resume.

## **Proctor Information:**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

School/Test Site Related Email Address: \_\_\_\_\_

Proctor Position:      Primary      Secondary      Backup

Previous Proctor Experience:    Yes    No    If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Position with school/test site: \_\_\_\_\_ Date of employment: \_\_\_\_\_

## **Telephone Contacts:**

School Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Best time to contact: \_\_\_\_\_

## **School Information:**

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

Director/Director of Education: \_\_\_\_\_

Contact number for DOE: \_\_\_\_\_ Best time to contact: \_\_\_\_\_

In an effort to make the **National Association for Health Professionals Inc.** certification examinations the most effective measurement of knowledge and skill assessment, it is imperative that the proctor follow all policies and procedures as they pertain to the process of certification.

In entering into this contract it is understood that the proctor will, to the best of their ability, perform the duties as described in the following document.

## **Proctor Duties:**

**All proctors** must be pre-approved by the **NAHP**. If an unapproved person proctors an exam, that exam group will be voided and a new date with an approved proctor must be scheduled.

**The proctor** must schedule all test dates no later than 6 weeks prior to the desired test date.

**The proctor** will submit applications for a scheduled exam no less than two weeks prior to the test date.

**The proctor** will submit all necessary paperwork pertaining to the applicants participating in the scheduled test date.

**The proctor** may require students to submit their own application, payment, and proof of completion of course with the understanding that if the required documentation is not received within the stated time allotment, the applicant will be re-scheduled for a future test date.

**The proctor** agrees that under no circumstances will they review or allow others to access, view, or copy the contents of the exam or the students written responses.

**The proctor** agrees to provide the appropriate and adequate testing area for the students.

**The proctor** agrees to never accept cash from the students for application fees.

**The proctor** is never, at any time, for any reason allowed to make copies of review material or test material. All material is copyrighted and reprinting any portion of this material is illegal and punishable by law.

**The proctor** is allowed to conduct review sessions to prepare applicants for the certification examination. If the proctor is to do this on their own time and charge a fee, this must first be approved by the **NAHP** by submitting a full disclosure of the circumstances and any and all fees being charged to the applicants.

**The proctor** alone is responsible for the security of the testing materials upon arrival, proper storage, and secure return of the material. It is the proctor's responsibility to secure all materials relating to the administration of the certification examinations while they are in his or her possession. If you do not have your testing materials at least 3 business days before the scheduled test date, contact the **NAHP** office.

**The proctor** is required to complete the proctor documents listed below as they pertain to the testing session.

1. Seating Chart-indicating the examinees presence and position within the testing room.
2. Proctor report- including any issues that may occur during the test.
3. Roster- indicating the presence or absence of applicants.
4. Proctor Agreement- this is the agreement signed by the proctor of the test.

**The proctor** agrees to handle all disturbances quickly and quietly and report any circumstances occurring during the session that might affect the outcome.

**The proctor** agrees to provide a safe and secure location for examinees to store personal items during the testing session.

**The proctor** is required to restrict all unauthorized entry by individuals into the testing area.

**The proctor** is required to remain in the room at all times during the administration of the examination.

**The proctor** is required to treat all information pertaining to testing material and examinee information as confidential.

**The proctor** is required to read the examination script in its entirety as it pertains to the administration of the examination.

**The proctor** is required to monitor time allotments accurately.

**The proctor** must prevent any and all collaboration or cheating during the examination session. If any such activity is suspected, the proctor must make the proper documentation in the proctor report.

**The proctor** should under no circumstances discriminate as to age, sex, race, religion, creed, national origin, or handicap.

**The proctor** understands that an audit can be conducted at any time during a testing session by **NAHP** representatives.



## NAHP Proctor Confidentiality, Conflict of Interest, and Unauthorized Representation Agreement

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As a proctor of the NAHP certification exam, you may be subjected to situations that are of particular concern and which are addressed in this document. These situations include, but are not limited to: (1) coming in contact with information regarding individual exam performance, personal circumstances, or other information about individuals that must be kept confidential; (2) occasions in which personal interest, or the interest of other organizations/institutions with which you are involved may appear to be in conflict with the best interests of the NAHP; or (3) acting outside your authority. The purpose of this statement is to clarify and establish an agreement regarding your responsibility in these matters and to avoid any assumption or appearance of conflict of interest, unauthorized representation, or breach of confidentiality.

As a condition of being selected to serve as a NAHP proctor, you agree to the following:

### **Confidentiality**

Confidentiality refers to the responsibility not to divulge information given in the belief that it will not be disclosed. Information must be kept confidential and not disclosed at any time and under any circumstances, other than as directed by the NAHP Certification Director.

You will not disclose or cause to be disclosed to anyone any confidential information related to any certification applicant, unless otherwise directed by the NAHP Certification Director.

Information related to certification (test items, scores, reports, etc.) or recertification will not be discussed or disclosed with anyone that has not signed an agreement with NAHP.

Documents obtained as part of the certification application process will be stored in a secure location while in your possession.

### **Conflict of Interest**

A conflict of interest refers to an incompatibility between one's obligation to the good of the NAHP and one's self-interest.

Proctors of the NAHP Certification exams will not engage in actions that may constitute an actual, apparent, or potential conflict of interest with the mission and activities of the NAHP.

Duality of interest or possible conflict of interest on the part of any proctor shall be fully disclosed to the CEO and NAHP Certification Director, respectively, prior to engaging in any discussion, taking part in any decision making, or entering into any formal relationship that involved a potential or actual conflict.

No proctor will take part in any decision or action of the NAHP in which they may have a financial interest except when authorized by the NAHP Certification Director after full disclosure of the facts.

All rights, title and interest in any information or material developed, conceived, or created relating to any component of the NAHP will be assigned to the NAHP, including any and all copyrighted information, unless a specific written agreement exists prior to its development.

**Unauthorized Representation**

Unauthorized representation refers to presenting oneself, or allowing another to present you, as having authority to represent the NAHP in a manner that exceeds that set forth in the proctor description by the NAHP.

No individual may act, or speak on behalf of the NAHP except as specifically authorized or approved by the CEO or NAHP Certification Director, respectively. Public/media communication regarding the NAHP is the exclusive prerogative of the CEO and NAHP Certification Director.

Proctors will not reference their participation with respect to the NAHP in a false, misleading, or deceptive manner.

No individual may use the NAHP logo, or terminology to imply sponsorship, endorsement, or approval of the NAHP without prior approval of the NAHP Certification Council or NAHP Certification Director.

**Your signature on this document confirms understanding and acceptance of the proctor contract and confidentiality agreement conditions. I have read, understand, and agree to comply with the above conditions.**

Print Name: \_\_\_\_\_

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

**Return forms and resume to NAHP via fax 913-856-6125 or email to [monica@nahpusa.com](mailto:monica@nahpusa.com)**