



Nephrology Nursing Certification Commission

PROCTOR CHECKLIST

TIME FRAME	TASK	COMMENTS √ When Completed
2 weeks before test is scheduled	Obtain name of exam manager and number of nurses and technicians registered to take exam	Contact C-Net
1 hour before test begins	Arrive at testing site to meet exam manager and assess room	<ul style="list-style-type: none"> ◆ Tables or desks must be clear ◆ Check and adjust (as needed): seating arrangements, lighting, room temperature, and distractions from surrounding rooms ◆ There must be at least one empty seat between participants ◆ Place 1 of each of the following at each test seat: <ul style="list-style-type: none"> • Cardboard sheet • Answer sheet • C-NET #2 pencil
15-20 minutes before test is scheduled to begin (or earlier depending on the number of participants)	Participant registration process	<ul style="list-style-type: none"> ◆ Obtain participant rosters (2) from exam manager ◆ Registration table should be outside test room ◆ Each participant must have the following at the time of registration: <ul style="list-style-type: none"> • C-NET registration certificate • Photo ID • Current RN license (for all CNN and CDN candidates) ◆ Check all identification against roster ◆ Check off name on roster ◆ Instruct each participant to: <ul style="list-style-type: none"> • Be seated where test materials have been distributed • Keep all belongings under the table or chair • Leave C-NET registration form on table – they will be instructed to sign it by exam manager (forms will be collected after test begins)

At start of test instructions	Count of exam registrants	<ul style="list-style-type: none"> ◆ Count number of participants (must equal number on roster) ◆ Pass out test booklets when instructed to do so by exam manager. Be sure each candidate receives the correct exam
During Test	Monitoring/Collection of forms	<ul style="list-style-type: none"> ◆ Collect C-NET registration forms from each participant ◆ Monitor room
After each participant has completed exam	Collect test materials and NNCC evaluation form	<ul style="list-style-type: none"> ◆ Check for the following: <ul style="list-style-type: none"> • Signature on test booklet • number on test booklet matches number on answer sheet <p>FOR CNN AND CDN CANDIDATES:</p> <ul style="list-style-type: none"> • 200 answers have been blackened on answer sheet <p>FOR CCHT CANDIDATES:</p> <ul style="list-style-type: none"> • 150 answers have been blackened on answer sheet
After all test time has elapsed	Exam completion	<ul style="list-style-type: none"> ◆ As above for remaining participants ◆ Assist exam manager as needed to coordinate materials for return to C-NET ◆ Make note of any test “deficiencies” in exam manager’s book, sign as needed

notes:

- Refer to C-NET Examiner’s Manual for additional information regarding test administration and proctoring
- Refer candidates to the back of the examination permit for on-site test cancellation instructions