



PROCTOR INSTRUCTIONS

- ◆ The host will provide one proctor for every 30 examinees.
- ◆ The proctor shall at no time open or read the content of the examination booklet.
- ◆ **Room Set Up**
During the examination, candidates will be seated in every other seat. Candidates in successive rows will be seated directly behind the candidate in the preceding row. A pencil and an answer sheet need to be distributed at each designated seat prior to the registration process. A smooth, hard writing surface is necessary for the examination. If the examination is in a hotel where the tables are covered with tablecloths, cardboard is provided to place under the answer sheets.
- ◆ **Registration Process**
Registration takes place at a table outside the examination room. Each candidate must be checked in before entering the examination room.

Each candidate must have the following:

- His/her name listed on the roster
- A photo ID, such as a driver's license
- Current RN license (CNN, CDN only)
- Examination permit

Candidates cannot be admitted without a photo ID to assure that the correct person is sitting for the examination. If a candidate does not have an examination permit or current RN license, but does have a photo ID and is listed on the roster, he/she may sit for the examination. However, the individual must sign his/her name on the roster. If you have any question about a candidate's proper identification, send the candidate to the Examination Manager.

- ◆ **Seating**
As candidates enter the examination room, proctors should monitor their sections and instruct the candidates regarding the following:
 - All personal belongings must be placed under the table and remain there throughout the examination. If the candidate needs something out of these belongings during the examination, the proctor must supervise the removal of the article. Small packages of candy, gum or mints may be left on the table during the examination.
 - The examination permit must be placed on the table for collection by the proctors after the examination begins.
 - Candidates should not mark on the answer sheet before they are instructed to do so by the Examination Manager.

◆ **Examination**

1. Listen carefully to the instructions given by the examination manager to the candidates regarding filling out the information portion of the answer sheet. Walk around and make sure that the candidates are filling out the information correctly. Assist anyone who needs help with this section. Instruct them to raise their hands if they need to have the instructions repeated.
2. Any candidate who enters the room during the instruction process for the demographic section should be instructed to begin following the instructions that are given as they enter the room. The candidate should request assistance with the remainder of the demographic section after she/he has completed the examination.
3. After the directions for filling in the information on the answer sheets have been given, the Examination Manager will say, "The test booklets will now be distributed." Proctors should go to the front of the room, pick up a stack of test booklets and hand them out one at a time to each candidate.
4. As candidates begin to fill in their answer sheets, check them to be sure they are following instructions, making dark circles completely filling in the circles and are not making stray marks on the answer sheet.
5. Quietly collect the signed examination permits from the tables.

◆ **Monitoring**

Proctors should carefully monitor the candidate's behavior during the exam. Noise or movement in the testing area easily distracts candidates. Therefore, proctors should move quietly about the room and keep talking between themselves to a minimum.

Monitor the candidates for the following:

- Filling circles completely with dark marks
- Personal articles are not on the table

If cheating is suspected, notify the examination manager.

Candidates are instructed to raise their hands if they require assistance.

◆ **Examination Completion**

- When a candidate is finished with the examination, collect all materials and bring them to the Examination Manager.
- Prior to excusing the examinee, quickly review the demographic information to confirm that it has been filled out correctly.
- If the Examination Manager needs help, assist with counting and ordering the answer sheets and examination booklets.

◆ **Important Notes**

- Restroom – only one candidate is allowed to leave the room at a time and must be accompanied by a proctor. The proctor should place the answer sheet inside the examination booklet on the table before the candidate is allowed to leave.
- Additional pencils are available and may be given as needed to candidates during the examination.