

Policy Name	Proctor Requirements: Cognitive
Policy Number	62.06
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

Intent

Establish the requirements for individuals serving as proctors for the administration of National Registry cognitive examinations.

Scope

Applies to all National Registry cognitive certifications examinations administered through the established test network.

Definitions

Test network – computer-based testing sites for cognitive examinations.

Policy

Cognitive examinations for National Registry certification are administered through a secure, computer-based test network. The test network administrator provides live proctors who meet established qualifications and requirements.

Roles & Responsibilities

Proctors monitor the cognitive examination administration to ensure candidates followed established protocols for testing. They are responsible for:

- Checking in candidates
- Verifying identification of candidates prior to admission to the test site
- Ensuring approved accommodations are provided
- Handling and reporting irregular behavior to the test administrator according to the test administration guide
- Addressing any candidate or other site issues, as needed

Qualifications

All proctors are required to meet the following qualifications:

- At least 18 years of age
- Not related by birth or marriage to any individual with a vested interest in the outcome of the examination (including, but not limited to, program directors or instructors)
- Not a National Registry employee
- Must not be currently certified in the EMS field (without prior approval from the National Registry)
- Must not work for an EMS agency or be involved in EMS education, operations, or administration (without prior approval from the National Registry)
- Must resign his or her position as a proctor before taking a National Registry examination.
- Completion of confidentiality/conflict of interest agreement

Conflict of Interest

Individuals with a real or perceived conflict of interest or who are involved in the development and/or delivery of any instructional program or examination preparation product designed or intended to prepare individuals to take the certification examination cannot serve as proctors. This restriction applies during, and for 2 years following, the individual's education/training activities.

Selection

Proctors are selected by the test network administrator based on the National Registry's qualifications.

Rationale

The National Registry certification examinations are administered in a secure and standardized manner. National Registry policy requires that all examination administrations will be monitored by qualified and trained proctors at approved test sites. Individuals who serve as proctors are impartial.

Related Policies and Procedures

62.01 Examination Administration General Requirements and Security

62.04.01 Cognitive Examination Test Network

References

NCCA Standards for the Accreditation of Certification Programs

ISO 17024:2012 General requirements for bodies operating certification of persons

Document History			
Version #	Approval date	Effective date	Revision Summary
01	TBD	TBD	Policy created and approved