

## Certified Paralegal Exam Proctor Application

Name of Proctor: \_\_\_\_\_

Testing Center Name: \_\_\_\_\_

Testing Center Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

### PROCTOR QUALIFICATIONS AND REQUIREMENTS

|   |                          |   |
|---|--------------------------|---|
| <b>Proctor qualification categories</b><br><b>Check those that apply to you:</b><br><br><i>Note: Paralegals who do not hold the NALA CP credential are ineligible to proctor.</i> | <input type="checkbox"/> | Instructor  |
|   | <input type="checkbox"/> | Paralegal program director  |
|   | <input type="checkbox"/> | Retired instructor or paralegal program director  |
|   | <input type="checkbox"/> | Professional educator (other instructor at the school)  |
|   | <input type="checkbox"/> | Professional proctor used by the school   |
|   | <input type="checkbox"/> | Attorney/employer   |
|   | <input type="checkbox"/> | Human resource professional   |
|   | <input type="checkbox"/> | Member of NALA with CP credential   |
|   | <input type="checkbox"/> | Other (add if you do not meet one of the above qualifications<br><a href="#">Click or tap here to enter text.</a> ) |

### TRAINING

- Proctor should be familiar with the workstation/computer lab at the testing center.
- Proctor will receive training from NALA regarding procedures to follow for check-in, and starting the examination.
- Proctor must complete the training two weeks prior to the first scheduled testing session. Training will be provided by webcast. Printed instructions will also be provided.

### TESTING CENTERS: SCHOOLS, EMPLOYERS, AND MILITARY BASES

- Proctors approved by NALA may serve as proctors at any NALA testing center.
- For examination security purposes, an employer who administers the exam to an employee is required to provide secure contact information that the examinee cannot access

### DEADLINE FOR DESIGNATION OF PROCTOR

Application forms must be submitted at least two weeks prior to the first testing date. Once a proctor is approved, a proctor form for subsequent testing windows is not required. NALA reserves the right to refrain from using a proctor based on examinee or testing center complaints, or non-compliance with the duties and breach of the Confidentiality Agreement.

### FEES

It is the responsibility of the school/place of business to establish and collect testing center fees and proctor fees from examinees. NALA is not responsible for any testing center fees, nor no-show fees of examinees.

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

**PROCTOR DUTIES**

- Participate in training provided by NALA
- Keep Proctor ID and PIN number confidential and secure.
- Be accessible by phone/e-mail for routine correspondence; messages must be returned within 24 hours.
- Be accessible by phone for immediate contact during the examination test times.
- Arrive at the testing center timely and contact the site manager if there is a problem with the test location/room.
- Follow the testing schedule established by the testing center and confirmed with NALA.
- Check identification of all examinees as reviewed during proctor training.
- Provide and collect signed examinee testing forms prior to initial testing session. Return forms to NALA as directed.
- Ensure examinees do not bring any items into testing area.
- Provide rules of the examination to all examinees.
- Provide printed copy of the Skills Exam essay question as provided and directed by NALA.
- Collect printed questions from each examinee upon conclusion of the test.
- Return all printed materials to NALA Headquarters.
- Enforce the testing center rules acknowledged and signed by all examinees prior to testing.
- Provide and collect scrap paper from examinees as directed by NALA.
- Ensure student does not access notes, articles other information.
- Contact NALA headquarters regarding a disruptive examinee or any interruption in computer service.
- Honor confidential information including but not limited to: examinee names, e-mail addresses, addresses, examinee login and passwords, proctor login and password, test items, and graphics that is related to the CP exam.
- Refrain from answering all questions from candidates regarding an examination question.
- Ensure no copies of the examination or questions have been made.
- Become familiar with rules and regulations related to administration of the Certified Paralegal exam.

**SIGNATURE**

I certify that:

- testing center and proctor fees will be established by my school/institution
- it is the responsibility of my school/institution to collect testing center and proctor fees from the examinees
- a proctor may not publicize him/herself as a NALA approved proctor for the Certified Paralegal examination until the application is approved
- I understand that the testing schedule is to be established and provided to NALA two weeks before the testing window opens, and will notify NALA if the schedule is amended.
- I have read and understand the qualifications and duties of proctors provided by NALA, and will participate in the training provided by NALA.
- I will sign, return, and adhere to the Confidentiality Agreement.

**Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_