

## Certified Paralegal Exam Partner Testing Center Proctor Application

<b>Proctor Name</b>	
<b>Email Address</b>	
<b>Contact Phone</b>	
<b>Name of Testing Center</b>	
<b>Testing Center Address</b>	

### PROCTOR QUALIFICATIONS AND REQUIREMENTS

<b>Proctor qualification categories</b>  <b>Check those that apply to you:</b>  <i>Note: Paralegals who do not hold the NALA CP credential are ineligible to proctor.</i>	<input type="checkbox"/>	Instructor (does not teach paralegal courses)
	<input type="checkbox"/>	Paralegal program director (does not teach paralegal courses)
	<input type="checkbox"/>	Retired instructor or paralegal program director
	<input type="checkbox"/>	Professional educator (other instructor at the school who does not teach paralegal courses)
	<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 (must be certified at least five years)
	<input type="checkbox"/>	Other (add if you do not meet one of the above qualifications)

### 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 one week 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 testing center to establish and collect testing center and proctor fees from examinees. NALA is not responsible for any testing center fees, nor no-show fees of examinees.

### PROCTOR DUTIES

- Participate in training provided by NALA
- Keep Proctor ID and PIN number confidential and secure.
- Be accessible by phone/email 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.
- Return all printed materials to NALA at [testing@nala.org](mailto:testing@nala.org).
- 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, or other information.
- Contact NALA regarding a disruptive examinee or any interruption in computer service.
- Honor confidential information including but not limited to: examinee names, email 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 testing center
- it is the responsibility of my testing center 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 Exam 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**