

Partner Testing Center Application Certified Paralegal Exam

Name of Testing Center	
Testing Center Address	
Primary Contact	
Email Address	
Contact Phone	

TESTING CENTER REQUIREMENTS – HARDWARE SPECIFICATIONS

Minimum Memory	4 GB RAM 20 GB free hard drive space
Proctor and Examinee Operating System	Windows 7, Windows 10 (32 or 64 bit)
Video	19" monitor - Landscape Orientation 1024 x 768 screen resolution or higher, 24 bit or higher.
Pointing Device	Microsoft or compatible mouse.
Network	It is recommended that networks be hard wired to the testing facility to avoid security breaches.
Internet Access	All stations must have internet access. No Laptops/ tablets are allowed.
Bandwidth	Broadband internet 5MB/s download, 1 MB/s upload per examinee workstation (minimum 10MB/s download and 5MB/s upload)
Google Chrome	Chrome is recommended for the PSI – DYI (Partner) Event Testing Console

WORKSTATION ENVIRONMENT

- Quiet, well lit, comfortable temperature
- Visible workstations so proctor can monitor examinees
- Place to store personal items, even if at the front of the room with the proctor.

TESTING CENTER APPLICATION APPROVAL DEADLINE DATES

- Application forms must be submitted at least two weeks in advance of the approval deadline to ensure establishment of a testing window.
- Once a testing center is approved, subsequent application forms are not required. However, if there is any change in proctors, a new proctor form is required at least two weeks prior to administering the exam.
- NALA reserves the right to cancel a testing center if the workstation requirements are not met, or based on examinee complaints.

PROCTORS

The testing center is required to provide proctors to administer the Certified Paralegal Exam. NALA requires a minimum of two proctors identified by the testing center, and approved by NALA, for each administration of the Certified Paralegal Exam; however, if only one proctor is available, one is acceptable.

Qualified proctor categories include:

Instructors (do not teach paralegal courses); or

Paralegal program directors (do not teach paralegal courses); or

Retired instructors or paralegal program directors; or

Professional educators (other instructors at the school who do not teach paralegal courses); or

Human Resources professionals; or

Member of NALA with CP® credential (must be certified at least five years).

FEES

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

SIGNATURE

I certify that:

- my testing center meets the workstation equipment /environment requirements listed on page 1
- we understand we are relied upon to provide qualified proctors for each testing session; NALA will provide training for the proctors
- testing center and proctor fees will be established by my school/institution, and will be charged to the examinees
- it is the responsibility of my testing center to collect testing center and proctor fees from the examinees
- the testing center may not publicize itself as a NALA approved examination site for the Certified Paralegal Exam until the application is approved
- we may be asked to allow examinees who are not part of this institution or school to take the examination during our testing sessions, and we will try to accommodate this request if we have the space
- we understand that the testing schedule must be established and provided to NALA one week before the testing window opens
- we have read and understand the requirements and specifications of Partner testing centers provided by NALA.
- we will sign, return, and adhere to the Confidentiality Agreement

Signature

Date