Partner Testing Center Proctor Application
Certified Paralegal Exam

<table>
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<th>Proctor Name</th>
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<tbody>
<tr>
<td>Email Address</td>
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<tr>
<td>Contact Phone</td>
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<tr>
<td>Name of Testing Center</td>
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<td>Testing Center Address</td>
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### PROCTOR QUALIFICATIONS AND REQUIREMENTS

- [ ] Proctor qualification categories:
  - [ ] Instructor (does not teach paralegal courses)
  - [ ] Paralegal program director (does not teach paralegal courses)
  - [ ] Retired instructor or paralegal program director
  - [ ] Professional educator (other instructor at the school who does not teach paralegal courses)
  - [ ] Professional proctor used by the school
  - [ ] Attorney/employer
  - [ ] Human resource professional
  - [ ] Member of NALA with CP® credential (must be certified at least five years)
  - [ ] Other (add if you do not meet one of the above qualifications)

**Note:** Paralegals who do not hold the NALA CP® credential are ineligible to proctor.

### 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 and submit proof of completion one week prior to the first scheduled testing session. Training will be provided by webcast.

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

Proctors approved by NALA may serve as proctors at any NALA testing center. For examination security purposes, the access code(s) will be provided only to the proctor.

### 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 passwords 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.
- Ensure examinees do not bring any items into testing area.
- Provide rules of the examination to all examinees.
- 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.
- Monitor the examinee and computer screen for the duration of the exam by:
  - Ensuring the examinee does not access notes, other websites, articles, books, or other information.
  - Ensure no copies of the examination or questions have been made.
- 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 password/access codes, test items, and graphics that are 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.
- Document and report any testing irregularities to NALA immediately.

### 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 and provide proof of completion for the training provided by NALA.
- I will sign, return, and adhere to the Confidentiality Agreement.

**SIGNATURE:**                                                                                              **DATE:**

Applications may be emailed to testing@nala.org or faxed to 918-582-6772.