

**Partner Testing Center Proctor Application  
Certified Paralegal Exam**

<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 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](mailto:testing@nala.org) or faxed to 918-582-6772.