Procedures for Rater Training Providers to Proctor the RESNET National Rater Test

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RESNET National Rater Test Proctoring Policy

It is the responsibility of the Training Provider to ensure the security of the rater test administration. Compromised test sessions threaten the integrity of the national rater test. With the industry's growth, training providers are creating an increasing number of testing sessions, many times outside of their direct control. They are using many and varied proctors.

Rules for Proctoring

- Make seat assignments prior to testing session.
- Verify identity of student taking the exam. Examinee must present a photo ID to be admitted to testing session. The instructor will have been sent the RESNET email confirmation, user ID and password for each student.
- Upon verification of identity of the student, the instructor or proctor will distribute the required information at the time of the test.
- The student may use their own laptop or the testing location's computer. If the computer has the incorrect operating system, they will not be able to take the test.

Before beginning the test, go over the following rules:

- Examinee may not bring in cameras, cell phones, or any other electronic device to the testing session.
- The test is open book and open notes including electronic and internet resources, but the examinee may not use text messaging or email communications.
- The student may not be assisted by another person while taking the exam.
- The use of a calculator is allowed.
- The proctor is to remain in the room at all times monitoring students.
- There should be no talking at any time. During the testing session, examinees should not leave their seats, but should raise their hands for questions or relate a problem. Proctors will come to them. Both of these rules are to prevent distracting others in the testing session.
- The test is time limited—2 hours. A small count-down clock on the student's computer screen will show remaining time. The on-line exam server will end the exam when the time is up. If the student's internet connection is interrupted during the examination period, the student may log back onto the exam website and resume the exam as long as time remains on the exam clock.

- Once the test begins, examinees may not leave the room until they finish their test. When finished, the examinee should raise hand to call proctor.

If the rater trainer is unable to administer the exam at their training site an independent third party institution may be used. The accredited rating training provider must give prior approval to testing site and proctor.

Approval will be given only to following independent third party institutions:
- Colleges
- Schools
- Libraries
- Testing Centers

Training provider must keep on file for three years those applications for external testing on retests. Those files will become part of the program review.

The proctor must be a disinterested party. This is defined as someone who:
- Is not relative of any candidate in the testing session;
- Will not receive direct financial gain from the outcome of the testing;
- Does not have hiring or firing power responsibility for anyone in the session.

The following information is needed from the potential proctor:
Name
Company/Agency/Institution names
Street Address
City, State, ZIP
Phone
Email address
Requested date and time of exam
A proctor cannot oversee employees or agents of own organization.

Training provider must contact proctor prior to approval to verify capability and forward Proctoring Guidelines.

A Testing center must provide the following:
    A computer with internet high speed access
    Windows 8 or higher