Procedures for Proctoring RESNET Tests
July 2017

RESNET Tests Proctoring Policy
It is the responsibility of the Training Provider to ensure the security of the RESNET test administration. Compromised test sessions threaten the integrity of the RESNET tests. 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. Please refer to these guidelines when proctoring RESNET test sessions.

Proctoring Rules for Rater Instructors or Third-Party Proctors
- 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 or proctor 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 tests are time limited. 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. With the Practical Simulation, a student has multiple access codes to use.
- Once the test begins, examinees may not leave the room until they finish their test. When finished, the examinee should raise hand to notify proctor.

When a Third-Party Proctor is Needed

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 providers must keep records on file for three years for external testing on retests.

If the RESNET Training provider is unable to proctor the test the third-party 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

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