

If you are required by CIFS to complete tests, and if you live outside the Houston metropolitan area, you must identify a proctor to conduct the test elsewhere. If you have questions about arranging for off-site testing, please contact CIFS officials by calling (281) 873-0262.

What is a proctor?

A proctor is an approved person that administers an exam to a CIFS student. The proctor will verify a student's identity by checking a photo ID and will ensure academic integrity guidelines during exams are followed (e.g., no notes, cell phones, textbooks, outside assistance, etc.).

Locating a National College Testing Association (NCTA) Proctor:

1. Go to the [NCTA home page](#). Click on the state where you want to take the test. From the city-by-city list of testing locations in that state, select the site most convenient for you. This will give you a page with contact information, testing hours, fees (if any) and other details. **You will be responsible for any fees the testing center might charge.**
2. Contact the testing center and arrange for your test(s).
3. Submit the required information to CIFS officials by completing the *Proctor Request Form*.

If you are unable to find an NCTA test proctor in your local area, use the following procedures to identify a proctor:

A. The proctor must be:

1. a testing center administrator, testing center staff member, or faculty member at a university, college, or community college **OR**
2. a professional test administrator at a professional testing center **OR**
3. an education officer on a military base

B. The proctor must not be:

1. related to you (spouses, relatives, etc.)
2. your co-worker
3. your employer or supervisor (to any degree)
4. your friend or a friend of your family
5. an elementary or high school teacher
6. athletic or assistant coaches
7. a tutor
8. anyone who does not meet the criteria listed in Part A above

C. Your tests:

1. **must** be administered in the testing center area of a university, college, community college, professional testing center or military base education office (as listed in Part A) during normal business hours.
2. **must not** be administered at-nor will they be sent to-a private residence, private business, or any test location other than those listed in C1 above.

D. All proctors must:

1. Verify the identification of the person taking the test by way of a valid picture ID.
2. Maintain the security of the test by keeping it in a protected environment
3. Ensure the security of test questions. Test questions may not be revealed, copied, or otherwise reproduced.
4. Administer the test in a secure setting that provides good testing conditions for the student; that is, it should be comfortable, free from distractions, and visually monitored by the proctor.
5. Provide no assistance to the student in answering the test questions.
6. Be available to talk to a CIFS Representative for verification.
7. Be able to receive email, email attachments and be able to print documents. And, must also have access to a fax or scanner to send completed exams back to CIFS (when necessary).
8. Have a professional telephone number and e-mail address which corresponds to the school or institution where the proctor is employed and through which the proctor has the job title qualifying them to be a proctor. (E-mail accounts from MSN Hotmail/Outlook, Yahoo, Excite, AOL, Gmail, Netscape, EarthLink, Verizon, Juno, WebTV, Netzero, and other similar e-mail providers are unacceptable).

When you have identified and contacted a test proctor to inquire about your test, complete the *Proctor Request Form*. You will be responsible for any fees the testing center or proctor might charge.

Proctor Request Form

CIFS will not process your request, unless the form is complete and legible. This form is not to be altered from its original format.

This form should be submitted far enough in advance to allow for coordination with the appropriate personnel in time for the test. After the form is completed please wait one week to receive notification of your request. If notification is not received after the one week time frame, please contact CIFS at (281) 873-0262.

Today's Date: _____

Name of Student: _____

Student Phone Number: _____

Student Email Address: _____

Proctor Name: _____

Proctor Title: _____

Name of School or Institution: _____

Address of School or Institution: _____

*Proctor's Telephone Number: _____

*Proctor's Fax Number: _____

* Proctor's Email: _____

* Proctors must have a professional email address. Hotmail, Yahoo!, or Gmail or similar addresses will **NOT** be accepted. Also, telephone number and fax number must be office or institutionally related. Cellular or residential telephone numbers are unacceptable.

We will also need a range of dates (2-4) of when you would like to test:

Please initial to acknowledge:

____ I certify that my proctor is not a family member, a friend or co-worker and I do not have a personal relationship with my chosen proctor.

____ I also understand that my proctor will be verified by CIFS staff, and that no approval will be complete until verification has occurred.

____ I also understand that I should expect at least 7 days from the time I submit the proctor form, to the time the proctor receives test materials.