PROCTOR AGREEMENT & POLICIES
For
Competition Written Assessments

Proctor Pledge of Confidentiality - I hereby certify that I have carefully read and will comply fully with the confidentiality procedures described in this document. I will keep completely confidential all information arising from individual respondents to whom I gain access during test administration. I shall hold completely confidential the names of test candidates, all information or opinions collected, and any information about test candidates learned incidentally. I will not discuss, disclose, disseminate, nor provide access to test data or identifiers. I shall exercise reasonable caution to prevent access by others to data in their possession. I will devote my best efforts to ensure that there is compliance with the required procedures by test candidates whom I supervise. I give my personal pledge that I shall abide by this assurance of confidentiality and have read and agree to comply with the Pledge of Confidentiality.

Preventing Cheating & Assisting Test Candidates - During testing, the proctor is responsible for ensuring that there is no cheating of any kind, including giving or receiving help, using books, notes, internet, etc. The proctor should visually scan the room and move about the perimeter to check for test candidates who may be cheating. If a test candidate appears to be cheating, then the proctor should note the test candidate's name. The proctor should not approach an individual test candidate unless he/she raises his/her hand for help. The only assistance proctors can give is information related to the administration of the test. For example, if a test candidate’s pair of headphones or mouse is not working, the proctor should check the connections to the computer and then the settings for the device. If the proctor cannot solve the problem quickly, the test candidate should be allowed to change to another computer if one is available.

Testing Environment – Assessments may be offered on any computer that meets the minimum technical and security requirements. The computer must be in a computer lab or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distractions, and comfort for the examinee. NLSC written assessments may be conducted at home when taking the test at the school is not possible.

Proctors – A proctor can be an administrator, or another professional within the school/organization system. A student cannot proctor the assessment. The proctor is a volunteer position. NLSC written assessments may be proctored via zoom if it is not possible for the instructor to be with the student during the testing window.

Good and Reasonable Effort – SkillsUSA expects all school staff involved in the assessment process to exercise good and reasonable effort to maintain the integrity of the assessment.