



PROCTORING GUIDELINES

FOR NASC RNAS-C CERTIFICATION EXAMS

NASC will supply 1 copy of the RNAS-C Exam (four sections total).

****To maintain exam integrity and security, the exam may not be removed from your secured testing site or shared. Upon completion of the exam, proctor will place exam materials (complete or incomplete) in the provided FedEx package and ship back to NASC.**

PREPARING THE PROCTORING SITE

- The site must be secure with one-way access into the proctoring room. If there are multiple entryways, they must be secured and participants must enter and exit through a single entryway.
- The site must be comfortable with good lighting and seating. When proctoring multiple participants, there needs to be adequate space between participants with enough distance to prevent participants from seeing each other's answer sheets. If there is not adequate space, partitions need to be used.
- The proctoring site must have a restroom on the same floor as the proctoring room.
- There needs to be a place to store and hold participants belongings (e.g., coat, handbag, keys, cellphone) for duration of the exam.
- There needs to be a place for the proctor to sit separate from the participant.
- There needs to be a clock in the room, or the proctor needs to supply one.

PROCTOR PREPARATION AND GUIDELINES

- Proctors must arrive at least 30 minutes before the exam begins to prepare the proctoring site.
- Proctors must read the proctoring rules in advance and be able to answer any participant questions about the exam experience.
- Proctors must verify proof of identification of Participant by viewing at least two forms of identification, including a government-issued picture ID.

- Proctors will start and end the exam on time and in the allotted time limit for the exam. **Participant has four (4) hours to finish all four sections of the exam** (this includes one 15-minute break). The participant is not permitted to leave the testing location except for bathroom breaks.
- The exam is never to be in the Participant's possession outside of the testing room.
- The participant cannot stop the exam for any reason other than a medical emergency. If the participant stops the exam for any other reason, the proctor will collect the materials and send them back to NASC.

List of items to be provided by Proctor:

- Clock which will be the official clock for the exam start and end time (if there is not one in the room.
- Scratch paper and pencils for participants
- Pencil Sharpener
- Box or place to store participants personal belongings

If a Participant is suspected of cheating:

- Make sure there is adequate evidence. Stop the exam and remove the participant from the room.
- Discuss the accusations with the participant and make a determination if the accusations are accurate.
- If the accusations are accurate collect the exam and if applicable the participants ID card. Return the participants personal belongings.
- Store the accused participant's materials securely and return them to NASC in the return envelope.

At the end of the exam:

- Please collect complete and incomplete exams at the end of the allotted time.
- Please secure all used materials at the end of the proctoring session.
- Please collect and secure all scratch paper if applicable.
- Please send all Exam materials back to NASC in the provided FedEx package.

Thank you. Your help and participation in this process has been invaluable.

END OF PROCTOR GUIDELINES

RNAS-C PARTICIPANT'S RULES

- **Participant has four (4) hours (including one 15-minute break)** to complete the exam in full. Participant may proceed with exam in any order they wish. The goal is to finish all questions within the 4-hour period.
- Exam participants must arrive 15 minutes in advance of the exam. If a participant is more than 7 minutes late for an exam, they will forfeit their exam time slot and may need to reschedule and pay another exam fee.
- Participant must show proof of identification to Proctor with two forms of identification including a government issued picture ID.
- All participant personal belongings, including overcoats and hand-held purses and cell phone, will be collected by the proctor and securely stored.
- The participant may not use any materials written or electronic. All, **books, textbooks, outside sources of test knowledge, computers, cell phones, pagers, electronic devices are prohibited** from being in the room during the exam or accessed during break for purposes of obtaining exam answers.
- Participants will be allowed one 15-minute break during the exam. **The break will be considered part of the total exam time allotment.** The exam will be collected and stored by the proctor before leaving the room and will be returned by the proctor when participants return to the proctoring room. **Participants may not leave the testing site building or discuss the exam during the break.**
- Participants must complete the exam during the allotted time. If a participant does not complete the exam in the allotted time, all unanswered questions will be considered incorrect and will count against the final score for the exam.
- The participant cannot stop the exam for any reason other than a medical emergency. If the participant stops the exam for any other reason, they will need to reschedule the exam and pay another exam fee.
- **If you are accused of cheating:**
 - You will be asked to stop testing. The time clock will stop at that time. Your proctor will remove you from the testing room, leaving all testing materials in the secured testing room and discuss the situation with you.
 - The proctor will make a determination if his/her accusations are accurate.
 - If, after discussing the accusations with you, the proctor still feels that cheating has taken place, all paperwork and materials will be collected by the proctor and you will be asked to leave the testing facility. All proper paperwork will be mailed to NASC along with an explanation of what occurred.
 - If, however, it is deemed that no cheating occurred, the clock can be started again and you can resume your exam.

- At the end of 4 hours, your proctor will collect all exams and materials on your table. The proctor will mail all paperwork and materials to NASC. NASC, in turn, will send you the results of your exam within 14 working days of receiving your Exam and materials from the testing facility.

RNAS-C PARTICIPANT AND PROCTOR SIGNATURES

I understand and agree to the **RNAS-C PARTICIPANT RULES** above:

Participant signature: _____ **Date:** _____

Participant Printed Name: _____

I attest that I adhered to the **PROCTOR GUIDELINES** during the proctorship of the Participant named above:

PROCTOR signature: _____ **Date:** _____

PROCTOR Printed Name: _____ **Title:** _____