



National Center for Competency Testing

7007 College Blvd., Ste. 385, Overland Park, KS 66211
Phone 800.875.4404; Fax 913.498.1243
Office Hours: M-F 8:30am - 7:00pm CST
Saturday 9:00am - 3:00pm CST

TE-0220

Exam Coordinator

2016 APPLICANT FORM

- Date Application Received _____
- Date Passed Exam _____
- Date Approved _____

1 EXAM COORDINATOR INFORMATION. (Please print in ink)

Last Name _____ First Name _____ MI _____
 Social Security # _____ Date of Birth (mo/day/yr) _____
 Address _____ Apt # _____ City _____ State _____ Zip _____
 Email _____ Preferred Method of Contact Phone Email
 Work Phone _____ - _____ - _____ ext. _____ Mobile Phone _____ - _____ - _____
 Test Site _____ City _____

2 HIGHEST LEVEL OF EDUCATION COMPLETED

- HS Diploma Career College Diploma Associate Degree (2 yr) Bachelor Degree Graduate Degree

Name of Institution Issuing Highest Degree _____ City _____ State _____

Degree Major and Area(s) of Expertise _____

Are you certified with NCCT? Yes No If no, other certifications/licenses? _____

3 BACKGROUND INFORMATION

Have you ever been a NCCT proctor? Yes No If yes, where/when? _____

Current Employer _____ Position/Title _____

Have you ever been convicted of or plead guilty/no contest to any criminal offense? Yes No

If yes, please explain _____

NOTE: By making application to NCCT, you are agreeing to allow us to perform a background check.

4 CONFIDENTIALITY AGREEMENT

By signing this application, I agree to keep all NCCT information confidential. I will not disclose an examinee's personal information, *NCCT proprietary exam information, or exam content information under any circumstances unless required by law.*

5 EXAM COORDINATOR AFFIDAVIT

Your signature verifies, under penalty of perjury, the information you have provided is true. If any information is found to be untrue, your position will be terminated immediately.

I have personally completed this application. I have read and understand the role and responsibilities as identified in the Exam Coordinator Handbook and all of my questions have been thoroughly answered.

Exam Coordinator Candidate Printed Name and Credentials

Date

Signature of Exam Coordinator Candidate

Date

Return this completed and signed application to the NCCT School Services Department by mail or fax.
Note that **ALL INFORMATION MUST BE COMPLETED IN FULL** to be considered for this position.

Mail to NCCT
7007 College Boulevard, Suite 385
Overland Park, KS 66211

Fax to 913-535-1429

When approved, you will be notified by email.

Questions? Please contact your regional representative or Customer Service at 800.410.7525.

6 EXAM COORDINATOR REVIEW TEST

After reading through the Exam Coordinator Handbook (accompanying this application), please answer the questions below by circling the letter of the correct response. NCCT will score the test after reviewing the application.

1 Are Exam Coordinators allowed to handle, view, or open exams?

- a. Sure, why not!
- b. If the proctor asks them to help, the Exam Coordinator can help.
- c. They can help mail the exams back.
- d. Not if they want to remain Exam Coordinators and test sites.

2 Where can Exam Coordinators find the test rosters?

- a. On the NCCT website
- b. They are emailed to the Exam Coordinator
- c. They are faxed to the proctor
- d. They are emailed to the proctor

3 Who gives preliminary approval of eligibility for their own applicants?

- a. Any teacher from an approved school.
- b. Exam Coordinators from schools that are test sites.
- c. Proctors who work in schools.
- d. NCCT Call Center staff.

- 4 How many weeks before testing are candidate applications be received by NCCT?**
- At least 4 weeks
 - At least 3 weeks
 - At least 2 weeks
 - At least 1 week
- 5 Who approves outside candidates (i.e. not from your school)?**
- The test site
 - The proctor
 - NCCT
 - The Exam Coordinator
- 6 Which of the following are responsibilities of the exam coordinator? (Select the two (2) correct answers.)**
- Returning exam booklets and materials to NCCT
 - Checking each candidate's government issued ID against the test roster
 - Monitoring candidates during the test
 - Ensuring the candidates are ready to test on time
 - Making sure the proctor has access to the test site
- 7 An exam coordinator asks the proctor if she can look at the exam questions in order to improve instruction on the subject in her class. Which of the following should the proctor do?**
- Politely refuse the request and notify NCCT later.
 - Monitor the exam coordinator while she reviews the questions.
 - Tell the exam coordinator that NCCT can grant an instructor review if she submits a formal request.
 - Notify security at the facility of a test theft attempt and have the exam coordinator detained.
- 8 Which of the following are acceptable forms of candidate identification? (Select the three (3) correct answers.)**
- Driver's license
 - Student ID
 - Passport
 - Military ID
 - Facility identification badge
- 9 Which of the following are candidates allowed to have in the testing center? (Select the two (2) correct answers.)**
- Identification
 - Car keys
 - Cell phones
 - Scratch paper
 - Food
- 10 Prior to an online test, who is responsible for ensuring the computers are turned on and the NCCT web site is displayed on screen?**
- The exam coordinator
 - The proctor
 - The facility IT staff
 - The candidates