



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 7:30am - 7:00pm CST
Saturday 9:00am - 3:00pm CST

TE-0223
Proctor

APPLICANT FORM

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

For which test site(s) would you like to apply to proctor? _____

1 PROCTOR APPLICANT INFORMATION (Please print in ink)

Last Name _____ First Name _____ MI _____

Social Security # _____ Date of Birth (mo/day/yr) _____

Address _____ Apt # _____ City _____ State _____ Zip _____

Email _____ Phone _____ - _____ - _____ Preferred Method of Contact Phone Email

Who referred you to NCCT? _____

Your connection to your referral? _____

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 _____

3 EXPERIENCE (Starting with your most recent employer, provide the following information)

Employer _____ Position _____

Dates of employment: Month _____ Year _____ to Month _____ Year _____

Summarize the type of work performed and job responsibilities _____

Employer _____ Position _____

Dates of employment: Month _____ Year _____ to Month _____ Year _____

Summarize the type of work performed and job responsibilities _____

Employer _____ Position _____

Dates of employment: Month _____ Year _____ to Month _____ Year _____

Summarize the type of work performed and job responsibilities _____

Do you OR have you ever instructed courses related to any NCCT certification exam? Yes _____ No _____

If yes, where/when _____

Have you ever been an NCCT proctor? Yes _____ No _____

If yes, list here _____

4 BACKGROUND INFORMATION

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

If yes, please explain here or on the back of this application: _____

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

5 CONFLICT OF INTEREST

In serving as a proctor for NCCT, you **MUST DISCLOSE ANY POSSIBLE CONFLICT OF INTEREST** – whether now or later. Please answer the following questions.

- Yes No Are you related (by birth or marriage) to or live in the same household as anyone connected to any facility that does NCCT testing?
- Yes No Is anyone in your family related (by birth or marriage) to or live in the same household as anyone connected to any facility that does NCCT testing?
- Yes No Do you have any other type of connection to the facility (-ies) for which you have applied to proctor?
- Yes No Have you ever been employed by a school using NCCT tests?
- Yes No Have you ever given review sessions for NCCT exams?
- Yes No Do you plan to take an NCCT exam (of any type) in the future?
- Yes No Does anyone you know plan to take an NCCT exam in the future?
- Yes No Are you now, or have you ever been, employed by a career or community college?
- Yes No Would there be any reason for NCCT to question the results of any exam that you proctor?

If you answered YES to any of the questions above, please provide details here _____

NOTE: If NCCT determines that a proctor has a conflict of interest that he/she has failed to disclose, all exams given by that proctor may be declared null and void, and all proctor payments must be returned to NCCT. In addition, proctors may be subject to legal action for falsifying this contractual document and for recovery of costs for any re-administration of exams (including any damages). If in doubt about a possible conflict of interest, contact NCCT before signing.

6 REFERENCES (please list the names and contact information for two (2) character references)

- 1 Name _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ - _____ - _____ Email _____
- 2 Name _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ - _____ - _____ Email _____

7 PROCTOR AFFIDAVIT

In serving as a proctor for NCCT, you **MUST DISCLOSE ANY POSSIBLE CONFLICT OF INTEREST** – whether now or later. Please answer the following questions.

To be approved, every proctor candidate is required to submit this affidavit. Your signature also verifies, under penalty of perjury, that you (personally) completed this application and fully understand and agree to all the contents herein; that all information you provided in this application is true and complete; and that you have read the statement of understanding (below) and agree to all terms as a condition of hire.

I UNDERSTAND THAT:

- I cannot have any interest in the results of the exams I proctor at any time; I certify that no conflict of interest exists. (Note: If you don't know what this means, call NCCT BEFORE signing.)
- Any conflict of interest, or possible conflict of interest, must be reported to NCCT as soon as it is known, even after hire.
- I must keep all NCCT business, exam, and candidate information confidential.
- I must personally monitor all NCCT examinees during the full testing sessions.
- I cannot conduct or provide review sessions for any NCCT certification exam.
- My proctor ID and password cannot be shared with anyone else for any reason.
- I am required to read and comply with the most current version of the NCCT Proctor Handbook.
- I cannot give test booklets to anyone else to store, administer, use, copy, or return to NCCT.
- I must show up on time for contracted work at exam sessions.
- I will provide advance notice of any schedule conflicts or inability to do work as contracted.
- My compliance with NCCT testing policy is subject to audit and/or third party verification at any time, without notice.
- NCCT has the right to file civil or criminal action against me for any unauthorized use of its test content.
- That acting as an NCCT proctor means I will never be eligible to sit for any NCCT exam that I have proctored.
- I am being hired as a contract laborer for NCCT, working on an as needed basis only.
- I am not an employee of NCCT and will *not be eligible for unemployment benefits* between/after proctoring contracts.
- I will be paid \$50 for each scheduled exam session that I proctor according to policy.
- If no candidates show up for a scheduled test, I will still be paid 1/2 the proctor fee.
- I will forfeit my entire proctor fee if I fail to follow NCCT policy during any session.

Signature of Proctor Candidate _____ Date _____

Name of Proctor Candidate (print or type) _____

Please return the following items to NCCT by regular mail, fax, or email.	
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Copy of your government-issued photo ID
Mail to:	NCCT Proctor Services 7007 College Boulevard, Suite 385 Overland Park, KS 66211
Fax to:	913-535-1429
Email to:	proctoringservices@ncctinc.com

When approved, you will be sent to the NCCT website (www.ncctinc.com) to take an online Proctor Exam over policy and procedure. It is an open-book exam and you must score 100%. You can take it as many times as you wish. Once you have scored 100%, we are automatically notified and we will re-contact you.

Questions? Call NCCT Proctoring Services at 866.896.0898.