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**PROCEDURES FOR THE
STANDARDIZED ADMINISTRATION OF THE
CNL[®] CERTIFICATION EXAMINATION**

(NOTE: Please read this entire document prior to administering the CNL Certification Examination and print the CNL Certification Proctor Guidelines Summary (Appendix B) for your use during the examination. All proctors must read and sign the proctor agreement (Appendix D); all examinees must sign the sign-in sheet (Appendix F).



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Section 1 – General Information

Thank you for agreeing to serve as a proctor for the Clinical Nurse Leader (CNL[®]) Certification ExaminationSM. This manual is offered as a guide to administer the examination under standardized conditions. This manual stresses maintaining the security of the examination and allowing all candidates the opportunity to take the examination under identical, fair conditions. Anyone who will be involved in proctoring the examination administration should read and understand everything contained in this manual.

The Commission on Nurse Certification (CNC), an autonomous arm of the American Association of Colleges of Nursing (AACN), contracts with Schroeder Measurement Technologies, Inc. (SMT) to provide examination services. SMT carefully adheres to industry standards for development of practice-related, criterion-referenced examinations to assess competency. SMT services to CNC include psychometric guidance to committees of content experts during examination question writing, development of content-valid examination instruments, examination administration, scoring, and reporting of examination results.

Section 2 – Test Delivery and System Requirements

The CNL Certification Examination is a multiple choice examination delivered via the Internet, and is passcode protected to ensure only those candidates authorized to attempt the examinations are allowed to do so.

The minimum computer requirements for the web based exam are as follows:

- Pentium 3 computers (or higher)
- 64MB RAM
- IQT's Secure Browser Lite
- Internet Explorer 7 or higher
- Internet access
- Printer access

Advise your LOCAL information technology staff about your planned testing over the Internet on a specific date, so they can advise you of any issues related to accessing the Internet on that date.

Please understand that the public Internet is subject to delays and events that are beyond our control. However, SMT staff will work with you to resolve them as best we can to ensure you have the very best Web testing experience!

Section 3 – Recommended Testing Conditions

The computer lab or other facility used to administer this web-based examination should be quiet, well lighted, and adequately heated or cooled. The room should be well insulated from noise with no outside distractions nearby. All computers used for the examination administration should be muted. Restroom facilities and water fountains should be nearby with candidates informed of their location. The location of all emergency exits should be marked and explained to candidates. Smoking, eating, and drinking should be prohibited in the testing room.

The reporting location for candidates may be the actual room where the test will be given, such as the computer lab, or the reporting location may be a central area where candidates will be checked in and then further directed to the location where the test will actually be given. NOTE: It is the faculty contact's responsibility to notify examinees in advance of the actual testing date and time, as well as the reporting location.

Section 4 – Test Administration Procedures & Instructions

Security

CNC will register each candidate with SMT and SMT will generate a unique User ID and Passcode for each candidate. The unique User ID and Passcode for each candidate and for each section will be sent to the designated faculty contact and proctor authorized to administer the examination to the candidates. ***It is critical that these User IDs and Passcodes be maintained in a secure manner until the date and time the examination is administered.*** All eligible candidates at a school must attempt the examination at the same time. If this is not possible due to the number of candidates exceeding the number of computers available, two sittings may be scheduled back to back. Candidates may NOT discuss test questions, topic areas or scenarios, or possible answers either during or after the test administration with anyone, including faculty or other examinees. ***If you cannot arrange for all candidates to test simultaneously, you must inform CNC prior to the administration date.*** If a candidate is unable to attempt the examination with the rest of the group, it should be administered as soon as possible after the large group of candidates have tested, and within the testing window. As part of the check-in process, please have the examinee sign the Sign-In Sheet (Appendix F).

Checking In Candidates

Candidates should arrive approximately 20 minutes prior to the scheduled test administration time. Candidates who arrive more than 15 minutes after the scheduled testing time should not be admitted; additional time should not be given to accommodate late examinees.

Candidates have been advised to bring a current, government issued photo ID with them to the examination. The following are acceptable forms of ID:

- Valid driver's license with a color photograph and signature
- Valid passport or military identification card with a color photograph and signature
- City, county, or state issued identification card with a color photograph and signature

Once you have verified the identity of the candidate, please have the candidate sign the Sign-In Sheet (Appendix F) in the space provided. (The Sign-In Sheet should be returned to CNC within 5 business days after the examination administration.) You should also provide each candidate with one piece of paper to use as scratch paper and one pencil. The scratch paper **must** be collected at the end of the examination.

Prohibited Personal Items

The following items should **NOT** be permitted into the testing room:

- Cell phones
- PDAs (Personal Digital Assistants)
- Personal laptop computers
- Pagers
- Radio or headset devices
- Calculators
- Purses
- Briefcases
- Hats (ceremonial or religious headwear is allowed)
- Food or drink
- Personal papers
- Books or reference materials

Allowable Personal Items

The following items may be permitted into the testing room, but should first be inspected:

- Eyeglasses
- Eyeglass cases
- Watches

Inspection Procedures:

➤ *For Eyeglasses:*

- Any candidate who is wearing heavy framed eyeglasses should remove them in order to demonstrate that no wire is attached.
- If a candidate's eyeglasses have an attached lanyard, the candidate should remove the lanyard to demonstrate that no wire is attached.

➤ *For Eyeglass Cases:*

- Any candidate that has an eyeglass case in a shirt pocket should remove the case and either place it in a pants pocket or leave it outside the testing room.

➤ *For Watches:*

- For candidates wearing digital wristwatches, visually examine the watches to ensure that there is no camera lens and shutter button.
- If there is suspicion that a watch may not be a normal wristwatch, ask the candidate to remove it and place in his or her pocket.

Restroom Breaks

Inform candidates of the locations of the restrooms closest to the testing room and that only restroom breaks are allowed during the examination (i.e., smoking breaks are **NOT** permitted). While candidates may take as many restroom breaks as needed, each break should not last longer than 10 minutes. Also, ***only one candidate should be allowed to leave the testing room at a time.*** Candidates will **NOT** receive additional time to complete the examination for time lost during a break. Closely observe candidates after they have returned from a break – in particular, pay attention to determine if they have returned to the testing room with any prohibited personal items or display suspicious or unusual behavior.

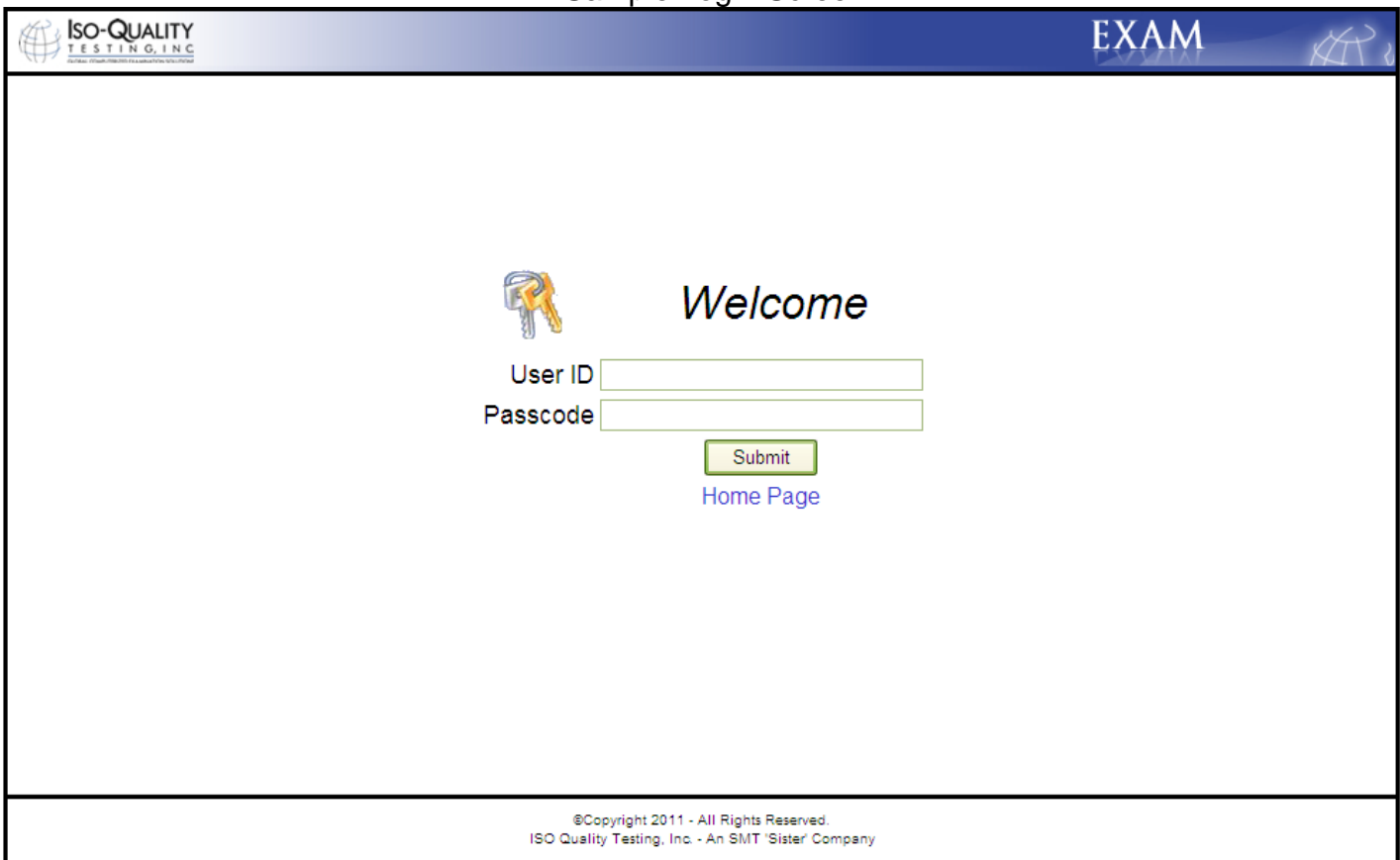
Getting Started

Iso-Quality Testing (IQT) is the CBT testing administrator. IQT will provide this Proctor Manual, the candidates User ID and Passcode, a link to the Multiple Choice tutorial, and a link to the Secure Browser L. The Secure Browser L is a specialized computer program that prevents candidates from accessing and running any other programs during the administration of the exam. The Secure Browser 2 will need to be downloaded on each computer that will be used for administering a CNC exam.

Timing and Beginning the Examinations

On the day of the exam the candidates will click on the Secure Browser L icon and enter their unique User ID and Passcode that was provided by IQT into the appropriate spaces on the log in screen. (Sample shown below.)

Sample Login Screen



The image shows a sample login screen for an exam. At the top left is the ISO-QUALITY TESTING, INC. logo. At the top right is the word "EXAM" and a globe icon. The main content area features a key icon, the word "Welcome" in a large, italicized font, and two input fields labeled "User ID" and "Passcode". Below these fields is a "Submit" button and a "Home Page" link. At the bottom of the screen, there is a copyright notice: "©Copyright 2011 - All Rights Reserved. ISO Quality Testing, Inc. - An SMT 'Sister' Company".

After entering the correct ID and passcode, candidates will be presented with a cover screen for the test where pre-test instructions are provided.

CANDIDATES SHOULD STOP when they reach this point until you are ready to begin the timed examination. ***At this time, read the following paragraph aloud:***

Welcome to this administration of the Multiple Choice Clinical Nurse Leader Certification Examination. One piece of paper and pencil have been provided for your use during the examination and should be returned to me (the exam proctor) at the end of the test. You will have three hours to complete the exam. Please read the instructions on the screen thoroughly before you begin. Once you have thoroughly read the exam instructions you will begin the tutorial. The purpose of the tutorial is to familiarize yourself with how to navigate through the system. You will have five minutes to complete the tutorial. Your exam of 150 items will begin immediately upon the completion of the tutorial. During the exam, if you have any comments about the content of any item, you should click on the Comment icon in the lower middle portion of the screen and type your comment in the box that opens. When finished entering your comment, click on the "Submit" button at the bottom of the comment window. If you have completed your exam and there is time remaining, you may go back and review your response until your time has expired. **DO Not click the finish button until you are finished with your exam.** Using the navigation grid on the right side of your screen you may at any time during your exam review or change your responses. You are allowed as many restroom breaks as needed, but each break should take no longer than 10 minutes. Only one person is allowed to leave the testing room at a time. You will NOT receive additional time to complete the examination for time lost during a break. You may not ask to have your examination stopped or paused, but may terminate the examination at any time. If you elect to terminate the examination prematurely, it is YOUR responsibility to contact CNC to determine your eligibility to sit for future examinations. When you have completed the exam, return your paper and pencil to me (the exam proctor.) Please begin.

Sample Multiple Choice Exam Tutorial Screen Window

The screenshot shows an exam interface with several callout boxes explaining features:

- Graphics, sound, and video can be embedded into items.** Points to a map of the United States with the state of Colorado highlighted in green.
- Time remaining can be hidden or shown.** Points to a "Hide Time" button and a timer showing "1:38:31".
- Responses are selected using the mouse or keyboard. Selected response is highlighted.** Points to a multiple-choice question: "What is the capital city of the highlighted state?" with options (A) Pierre, (B) Denver, (C) Cheyenne, and (D) Casper. Option (B) is highlighted in green.
- Progress grid allows Candidate to see progress at a glance.** Points to a grid showing progress for 10 questions. The 6th question is highlighted in green.
- Items can be bookmarked for later review.** Points to a "Bookmark" button.
- Users can easily move between items.** Points to "Previous" and "Next" navigation buttons.

The interface also includes a "Navigation Grid Legend" with the following table:

Color	Meaning
Green	Current Question
Yellow	Bookmarked
White	Unanswered
Grey	Answered

At the bottom, there are buttons for "Previous", "Next", "Bookmark", "Comment On This Question", and "Finish". The text "Question 6 of 10" is displayed between the "Previous" and "Next" buttons.

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Candidates should all begin their examinations at the same time.

The computer automatically shuts down after the three hour time limit

You should at this point instruct the candidates to begin their exams. If candidates have completed the examination prior to the three hour time limit expiring, they should be instructed to exit the testing room quietly. You must collect the scratch paper from each candidate as they exit the testing room.

Candidates may not request that an examination be stopped or paused. However, a candidate may terminate the examination at any time. If a candidate cannot continue the examination, tell the candidate that it is their decision as to whether or not to stop the examination. If a candidate elects to terminate the examination, he/she may contact CNC to determine status for future examinations.

Sample exam preamble that each examinee will read:



**Clinical Nurse Leader
Certification Exam**

This test contains 150 multiple-choice, single answer questions. You will have 3 hours to complete the exam.

Imbedded in this examination are 20 "pretest" questions, which are included in the examination for statistical purposes only. These questions will not affect your examination score. You will not be alerted as to which items are pretest, so respond to each item as if it impacts your score.

It is highly recommended you work through the tutorial provided for you on screen, before beginning the exam. You will have five minutes to complete the tutorial. The tutorial is designed to inform you how to navigate the computer based testing system and input your answers during the exam. Answering incorrectly during the tutorial will not affect your test score.

Read each question carefully and then decide which choice is the correct option. Always pick the BEST answer. Your score is calculated based on the total number of questions answered correctly. You should answer ALL questions, even if you are not completely sure of the correct response. Do not spend too much time on any question. You will have the ability to return to questions while taking the examination. However, once you have submitted a section of the exam, you may not return to it.

Some items may include scroll bars on the right side of the item window. Please be sure to scroll all the way down to confirm you are viewing all item content.

If you need to leave the room during the examination, all examination materials must be surrendered to the test site supervisor until your return. You may not make up lost time.

After you have finished, we encourage you to comment on the examination, examination site, test site personnel, or any aspect of our certification program.

This test was developed expressly for use by the Commission on Nurse Certification (CNC) and Schroeder Measurement Technologies, Inc. The content is confidential and not to be copied or discussed with any other person or used for any other reason than as a certification examination.

Monitoring Candidates and Conditions During the Examination

All examinations must be administered securely. You are responsible for both the standardized administration and security of the examination. You should stay in the testing room during the administration to ensure that candidates never compromise the security of any examination, either by using notes, having discussions or attempting to copy or remove examination materials from the testing room in any format.

You should also monitor the conditions inside and outside the testing room to make certain all candidates are afforded an equal opportunity to take an examination under satisfactory conditions. If unsatisfactory conditions inside or outside the testing room arise, they should be remedied as soon as possible. An example of an unsatisfactory condition outside the testing room would be excessive noise from other candidates or staff, or equipment. Examples of unsatisfactory conditions inside the testing room would be poor lighting, one candidate disturbing others (e.g., coughing, reading questions aloud), or extreme room temperature. Please remember to document any deviation from standard conditions as an examination irregularity (a form is provided at the end of this manual) and report this information to CNC within 24 hours of the examination administration.

When monitoring candidates, if you observe any suspicious candidate activity, which may indicate cheating or the recording of examination content, you should watch the candidates carefully to verify the suspicious behavior. For instance, if candidates appear to be staring down into their laps or at their keyboards excessively, they may be looking at notes they have slipped into their laps or even under the keyboards.

Warning Signs that Candidates Are Cheating

In spite of warnings that they will be monitored during the examination session, some candidates may still attempt to cheat. The following candidate actions *may* be evidence of candidate cheating:

- Candidates are whispering or talking during the examination.
- Candidates appear to be exchanging notes with one another, or answers by some form of “code system.”
- Candidates appear to be using notes – either in written or electronic format.
- Candidates switch seats during the examination.

Warning Signs that Candidates Are Recording Examination Content

Another form of cheating may involve the recording of examination content by one candidate to be shared later with another candidate. Because the examinations are administered over a secure computer network, there are no physical examination booklets that candidates could be tempted to remove from the testing room. However, examination content could still be removed from the testing room in a variety of methods:

- Candidates could write down examination content and remove it from the testing room. This is why you must not permit candidates to bring any personal papers into the testing room.
- Because miniature recording devices are so widely available and affordable, it is possible for candidates to sneak such devices (such as voice recorders, cameras and video recorders) into the testing room and attempt to remove examination content by these means. Also, recording devices can be hidden in many everyday personal items, such as hats, pens, watches,

eyeglasses, and perhaps even jewelry. This is why we provide procedures for careful inspection of allowable personal items that candidates may take into the testing room.

Due to the “high stakes” nature of the examinations, as well as the significant investment in developing these examinations, it is critical that security of examination content be maintained at all times.

The following candidate actions *may* be evidence of candidate recording examination content:

- Candidates are reading out loud or whispering examination content.
- Candidates appear to frequently adjust their eyeglasses, watches, or other personal items.
- Candidates are observed to possess prohibited materials (such as personal papers or devices).

Reporting Irregularities

An irregularity can be defined as any situation that could threaten compliance with the standardized testing situations discussed in this manual. Irregularities may apply to the whole group of candidates or an individual candidate. Examples of group irregularities could include mistiming, external distractions (e.g., the marching band practicing outside), or internal distractions such as noise or trouble with heating or cooling. Examples of individual irregularities could include your observation of potential cheating behavior, minor internal distractions affecting only one individual, or potentially relevant comments/complaints made to you by an individual candidate. After the irregularity has been handled, please make a record of the irregularity and send it to CNC within 24 hours of the examination administration, using the form provided in Appendix A. Please record important facts such as the date, time you noticed the event, the names of the candidates involved, any additional witnesses to the event, etc.

Ending the Examination

At the end of the three hour time limit the exams will automatically end, as the time is monitored by the computer. When a candidate has completed their exam they will need to click on the FINISH button and EXIT. You must collect the scratch paper from each candidate as they exit the testing room.

Exam Results

Examinees will receive automatic results at the exam site immediately following the exam; the examinee must click on the link that reads “View Results.” In addition, exam results will be sent to the examinee’s email address that was provided on the certification application. Exam results of pass/fail are based upon 130 scored items; 20 items are pre-test items and are not scored but used for the development of future exams.

Section 5 – Troubleshooting & Contact Information

Loss of Internet Connection or Power

If your site experiences a loss of power or a loss of Internet connection during the examination, please advise the candidates that the software saves the time remaining and selected responses up to the point of the power failure or loss of Internet connection and it is possible to restart candidates from the point that this occurred. Once power or Internet connection is restored, the candidates will simply click on the Secure Browser L icon and enter their unique User ID and Passcode that was provided by CNC into the appropriate spaces on the log in screen. **Please note candidates will see the instruction screen and tutorial prior to re-entering their exam. If examinees request a retake due to technical difficulties at the testing site, there will be a \$50 fee per examinee – contact CNC’s Director for additional information.**

Contact Information

Should you encounter any technical issues during the examination, or if you have any questions, please contact the SMT Office by phone at 727-738-8727 or by e-mail at llukas@smttest.com, Monday through Friday, 8:00 am to 5:00 pm EST. If an exam administration issue occurs after normal business hours please call our emergency line at 877-779-EXAM (3926). This number is solely dedicated to the resolution of computer testing issues. All other inquiries should be directed to our office line during regular business hours.



Appendix A

Clinical Nurse Leader Certification ExaminationSM
Test Administration Irregularity Report

Examination Name: _____

Institution: _____

City/State: _____

Test Date: _____

Group Irregularities

Mistiming (please explain): _____

Other (please explain): _____

Irregularities with Individuals

Candidate's Name: _____ ID#: _____

Description of irregularity: _____

Candidate's Name: _____ ID#: _____

Description of irregularity: _____

Proctor's Name: _____

Proctor's Signature: _____

Mail to: Commission on Nurse Certification - One Dupont Circle NW, Suite 530 - Washington, DC 20036
or Fax to: 202-785-8320

Appendix B
CNL Certification Proctor Guidelines Summary

Adapted from the University of Maryland's CNL Certification Examination Guidelines

PLEASE PRINT THIS DOCUMENT FOR YOUR USE DURING THE EXAMINATION

Before candidates enter:

- ✓ Check room for papers and other items, allowed and not allowed.
- ✓ Ensure the volume on all computers is muted.
- ✓ Place a scratch paper and pencil at each computer station.
- ✓ Paper and pencils must be collected before candidate leaves the examination room
- ✓ Set up a table for check-in (See Appendix F)

Candidates have been instructed to arrive approximately 20 minutes prior to the scheduled test administration time. Candidates who arrive more than 15 minutes after the scheduled testing time should not be admitted, and have been advised that their exam fees will be forfeited.

The following are NOT permitted into the testing room. These items, if brought, should be left under the supervision of the proctor at the front of the room until the examination is complete. All electronics if brought must left with the proctor and turned off.

- Cell phones
- PDAs
- Personal laptops
- Pagers
- Radio or headset devices
- Calculators
- Purses
- Briefcases
- Hats
- Food or drink
- Personal papers
- Books or reference materials

When candidates arrive:

- ✓ Ask candidates to sign the Sign-In Sheet (required)
- ✓ Check each candidate's photo identification before they enter the room.
- ✓ After identity verification, ask them to be seated.
- ✓ Pass out User ID numbers and passcode to each candidate.

Inspect the following for wires and cameras:

- Eyeglasses
- Eyeglass cases
- Watches

Tell the candidates to do the following:

- ✓ Access Secure Browser L
- ✓ Enter their unique User ID numbers and Passcode
- ✓ Read the pre-test instruction and then STOP
- ✓ They should WAIT to proceed.

Before beginning, read the following statement aloud to the candidates:

Welcome to this administration of the Multiple Choice Clinical Nurse Leader Certification Examination. One piece of paper and pencil have been provided for your use during the examination and should be returned to me (the exam proctor) at the end of the test. You will have three hours to complete the exam. Please read the instructions on the screen thoroughly before you begin. Once you have thoroughly read the exam instructions you will begin the tutorial. The purpose of the tutorial is to familiarize yourself with how to navigate through the system. You will have five minutes to complete the tutorial. Your exam of 150 items will begin immediately upon the completion of the tutorial. During the exam, if you have any comments about the content of any item, you should click on the Comment icon in the lower middle portion of the screen and type your comment in the box that opens. When finished entering your comment, click on the "Submit" button at the bottom of the comment window. If you have completed your exam and there is time remaining, you may go back and review your response until your time has expired. **DO Not click the finish button until you are finished with your exam.** Using the navigation grid on the right side of your screen you may at any time during your exam review or change your responses. You are allowed as many restroom breaks as needed, but each break should take no longer than 10 minutes. Only one person is allowed to leave the testing room at a time. You will NOT receive additional time to complete the examination for time lost during a break. You may not ask to have your examination stopped or paused, but may terminate the examination at any time. If you elect to terminate the examination prematurely, it is YOUR responsibility to contact CNC to determine your eligibility to sit for future examinations. When you have completed the exam, return your paper and pencil to me (the exam proctor.) Please begin.

Candidates should all begin the examination at the same time. When all candidates are ready to begin, instruct them to click on the "BEGIN" button.

Note to proctor: After restroom breaks, observe for prohibited personal items or suspicious behavior.

When the three hour time limit has expired, instruct the candidates to turn in all scratch paper. Candidates who complete the exam before the three hour time limit should be instructed to exit the testing room quietly after returning their scratch paper.

Ending the Exam:

At the end of the three hour time limit the exams will automatically end, as the time is monitored by the computer. When a candidate has completed their exam they will need to click on the FINISH button and EXIT. Collect the scratch paper from each candidate as they exit the room.

Exam Results

Examinees will receive automatic results at the exam site immediately following the exam; the examinee must click on the link that reads “View Results.” In addition, exam results will be sent to the examinee’s email address that was provided on the certification application. Exam results of pass/fail are based upon 130 scored items; 20 items are pre-test items and are not scored but used for the development of future exams.

Proctor Responsibilities:

You are responsible for the standard administration and security of the examination. You must stay in the testing room during the entire administration of the examination to ensure that candidates never compromise the security, either by using notes, having discussions or attempting to copy or remove examination materials from the testing room in any format.

You should monitor the conditions inside and outside the testing room to make certain that the candidates are provided satisfactory working conditions (i.e. adequate lighting and temperature, minimal noise). Please document any deviation from standard conditions as an ‘examination irregularity’ and report this information to the CNC within 24 hours using the Test Administration Irregularity Report in the Proctor’s Manual. Be sure to include important facts such as the date, time you noticed the event, the names of the candidates involved (if applicable) and any additional witnesses to the event.

Warning signs that candidates may be cheating:

- Whispering/talking during examination
- Exchanging notes or answers by some form of “code system”
- Using notes, either written or electronic format
- Switching seats during examination

Warning signs that candidates may be recording examination content:

- Reading out loud or whispering examination content
- Frequently adjusting eyeglasses, watches or other personal items
- Possessing prohibited materials (i.e. personal papers or devices)

If your site experiences a loss of power or a loss of Internet connection during the examination, please advise the candidates that the software saves the time remaining and selected responses up to the point of the power failure or loss of Internet connection and it is possible to restart candidates from the point that this occurred. Once power or Internet connection is restored, the candidates will simply click on the Secure Browser L icon and enter their unique User Id and Passcode that was provided by IQT into the appropriate spaces on the log in screen. Please note candidates will see the instruction screen and tutorial prior to re-entering their exam.

CONTACT INFORMATION

SMT Executive Offices, Monday – Friday, 8:00 am to 5:00 pm EST.

Phone: 727-738-8727

Email: llukas@smttest.com

After Hours: If an exam administration issue occurs after normal business hours please call our emergency line at 877-779-EXAM (3926). This number is solely dedicated to the resolution of computer testing issues. All other inquiries should be directed to our office line during regular business hours.

Reminder: Please return the sign-in sheet with student signatures, the Examination Comment Forms, and any Test Administration Irregularity Reports to the CNC office:

Commission on Nurse Certification
One Dupont Circle NW, Suite 530
Washington, DC 20036



Appendix C

Exam Comment Form

NOTE: Please note the problem number for each comment and provide a detailed explanation for which you have a comment.

Problem Number	Comment on Content



APPENDIX D

CLINICAL NURSE LEADERSM (CNL[®]) CERTIFICATION PROCTOR GUIDELINES AND AGREEMENT

A proctor shall:

1. Read and adhere to the *Procedures for the Standardized Administration of the CNL Certification Examination*.
2. Not be a relative or have a conflict of interest with any candidate scheduled to sit for the exam at the exam site.
3. Protect the security and confidentiality of the examination and the confidentiality of the identity of the examination candidates.
4. Verify the identity of the examinee prior to the exam. Compare signature on Sign-In Sheet with government ID.
5. Witness that completion of the exam was by the registered examinee only.
6. Not discuss the content of the examination with any candidate before, during, or after the exam administration. (You may clarify logistical instructions only.)
7. Administer the examination according to the instructions provided by CNC.
8. Refrain from distracting activities during the examination.
9. Collect all examination materials and return to CNC as appropriate (Confirmation Form).
10. Submit any required documentation to CNC (Test Administration Irregularity Report, Exam Comment Form, Sign-In Sheet).
11. Never comment or make any type of assessment of a candidate's performance on the examination.
12. Not discuss the examination activities with anyone else, except CNC staff and/or any member of the CNC Board of Commissioners.
13. Notify CNC and exam site faculty immediately if unable to serve as a proctor.

I have read and agree to adhere to the proctor guidelines as outlined above. I understand that I am responsible for the security of the examination materials and confidentiality of the identity of the examination candidates. I agree to conduct the examination in accordance with the procedures outlined in the *Procedures for the Standardized Administration of the CNL Certification Examination* and report any irregularities that occur during the exam administration.

Printed Name of Proctor	
_____	_____
Signature	Date

Exam Site/Institution	

Mail to: Commission on Nurse Certification · One Dupont Circle NW, Suite 530 · Washington, DC 20036
or Fax to: 202-785-8320



APPENDIX E PROCTOR CHECKLIST

- READ PROCTOR MANUAL NO LATER THAN three BUSINESS DAYS PRIOR TO EXAMINATION DATE.**

- NOTIFY CNC AND EXAM SITE FACULTY IF UNABLE TO SERVE AS PROCTOR.**

- CONFIRM RECEIPT OF EXAMINEE ACCESS INFORMATION FROM SMT.**
If you do not receive the login information per examinee, **notify CNC at least two business days prior to the exam date.** Failure to notify CNC may delay candidate access to the exam.

- COLLECT ALL TEST ADMINISTRATION IRREGULARITY REPORTS AND EXAMINEE NOTE PAPER AFTER TEST HAS BEEN ADMINISTERED.**

- PREPARE DOCUMENTATION FOR SUBMISSION TO CNC.**
 - SIGNED PROCTOR GUIDELINES AND AGREEMENT (APPENDIX D)**
 - TEST ADMINISTRATRION IRREGULARITY REPORTS**
 - SIGN-IN SHEET (APPENDIX F)**
 - EXAM COMMENT FORMS (APPENDIX C) AND EXAMINEE NOTE PAPER**

SEND TO: Dana Y. Featherstone
Commission on Nurse Certification
One Dupont Circle, NW, Suite 530
Washington, DC 20036

PLEASE NOTE: The documents must be submitted to the CNC within **5 business days** of the examination date.

QUESTIONS? Contact the Commission on Nurse Certification.

Telephone: 202-463-6930, ext. 226 or ext. 242; e-mail: cni@aacn.nche.edu or tlofty@aacn.nche.edu.

