



**Attachment 1-1 (From CTQM Chapter 1)
Proctoring Responsibilities**

- Provide quiet room without disturbances, and adequate writing space for each Trainee (minimum 6 square feet, required).
- Before the exam begins, read the “instructions” page to the examinees.
- Do not allow Trainees to write in books or other paper that will not be collected at the end of the exam.
- Do not allow Trainees to use their own calculators or any other electronic device.
- Ensure that all exam booklets, scratch papers, and other test papers are placed back into the Trainee envelope and sealed.
- Check answer sheet to ensure that:
 - Name is filled in and the correct letters are bubbled in.
 - TIN is filled in and the numbers below it are bubbled in.
 - Exam code is correct.
 - **Name, photo and TIN match information on the Florida Driver License or Florida Identity Card.**
- Ensure that the Trainees are not disturbed by any distractions.
- Remain in the exam room during entire exam.
- Ensure that no examinations will be read by anyone other than the Trainee during exam time.
- Ensure that the exam submitted by each Trainee represents the individual’s own work.
- Ensure that only one Trainee is allowed out of the room at a time.

Administrative Responsibilities

- Ensure that all examinations are secured in a locked area until exam time.
- Ensure that no examinations will be copied for any reason.
- Place all class materials, including Trainee packets, in a FedEx envelope, contact FedEx for pick-up, and send out the envelope to the CTQP Administrator by the next working day. Return any unused test packets in the same FedEx package. (FedEx or other appropriate carrier can provide packaging).
- Sign and return this document in the packet to be returned to the CTQP Administrator.
- When sending the exam materials back to the CTQP Administrator, do not leave them in an open “pick-up” type mail collection box. Personally hand-deliver the packet to your District’s mailroom or the FedEx representative.

(From CTQM 1.10 Provider Responsibilities)

(16) Within 48 hrs. of the completion of the Provider’s presentation of CTQP training and/or examinations, transmit to the CTQP Administrator all examination booklets, answer sheets, course evaluation surveys, a copy of the class sign-in sheet, a copy of the examination sign-in sheet, and a course summary report including course title, course date, course location, provider name, Instructor(s) name(s) and a list of trainees with the following information for each trainee: name, DL*, employer, trainee status (audit only, course and exam, challenge exam only, or re-qualification exam). ***NOTE: Full Florida DL is needed during the CTQP interim to assure record does not get duplicated.**

General Rules

- Once examinations have begun, do not allow anyone to enter the exam room; including those individuals who were scheduled to take the exam but who have arrived after the exam has begun.
- All correspondence must be in a sealed envelope marked confidential.
- No phone calls are allowed for Trainees or Proctor during exam.
- Trainees are not permitted to answer/return phone calls prior to turning their answer sheet.

By my signature, I verify that I have followed all of the proctoring responsibilities on this page.

Signature

Date ____/____/____

Printed Name

For this session were you: (Circle one)

Provider

Instructor OR Proctor



Proctor needs to read this to the examinees:

INSTRUCTIONS

- Turn off any cell phones or any other electronic devices. Trainees are not permitted to use cell phones, personal calculators or other electronic devices during an exam. Electronic devices with a "vibration" feature may be left on. If expecting an emergency call, notify the proctor prior to the beginning of the examination. Returning phone calls prior to turning in your answer sheet is not permitted.
- All tests are on a time constraint and are graded on the percent answered correctly. So, if having problems on any one question, skip it and return to it. When skipping a question, make sure to skip the appropriate number on the answer sheet.
- For security reasons, only one person at a time will be allowed to leave the examination room to visit the restroom. If you are unsure if anyone is out of the room, please ask the proctor for information.
- Close all books and move all your belongings away, so there is no question whether any of the material brought in was being used.
- As you can see on the cover sheet of your exam:
 - The open/closed book status is listed
 - The duration of the exam is listed
 - Again, you should answer all the questions
 - You shouldn't write in this booklet, any answer marked in the test booklet will not count if you do not transfer it correctly to the answer sheet.
 - Mark all your answers on the answer sheet provided.
 - Use only a #2 pencil
 - Use only the calculator provided
 - Use only the scratch paper provided
- Pull out the green answer sheet. Make sure to follow these directions:
 - Write your last name, first initial and middle initial in the spaces provided. Bubble in the correct letters below.
 - **Write the number of your Full Florida DL or ID in the spaces provided, beginning with the letter in the first block. Leave blank the bubbles underneath the letter. Bubble in numbers below the boxes containing your DL. NOTE: This is temporary during the CTQP interim.**
 - Bubble in the Test Form Code found in the upper right hand corner of this test booklet.
 - Bubble in the answers to the corresponding questions.
- If you have any questions, raise your hand and I will come to you. I will not be able to answer any technical questions.
- When you are finished with the exam:
 - Collect all your test materials and turn them into the proctor.
 - Make sure to return all scratch paper with the completed exam.
 - Collect all your belongings as quietly as possible, so as to not disturb the other examinees, and leave the room.
 - You will be required to show your Florida Driver License (FDL) or your Florida ID card when you turn in your answer sheet. Your FDL will be needed to verify your name, photo, and TIN.