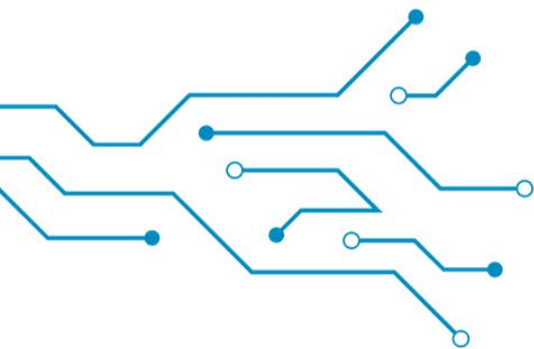




# AUTHORIZED TEST CENTER

## PROCTOR APPLICATION



EXEMPLAR  
GLOBAL



**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM**

**PRIMARY CONTACT INFORMATION**

*The following individual will serve as the primary contact with Exemplar Global*

Name	
Business Name	
Mailing Address	
City	
State	
ZIP/Postal Code	
Country	
Main Telephone Number	
Secondary Telephone Number	
Job Title	
Email Address	

**INDIVIDUAL PROCTOR TESTING LOCATION**

*Please note: all proctoring of examinations must be conducted in a public venue, i.e., library, community center, etc.*

Name of Location	
Address	
City	
State	
ZIP/Postal Code	
Country	

**EXAMINATIONS THAT WILL BE PROCTORED**

*Please choose all that apply.*

Exemplar Global ☐ iNARTE ☐ FCC ☐

**EXAMINATION DELIVERY**

*Please choose all that apply.*

Computer-based: ☐ Paper-based: ☐

**EXAMINATION FEES**

- All test centers and proctors determine their own fees and collect those fees from the examinee.
- The Exemplar Global (RABQSA), iNARTE, and FCC examinations are given in 4 hour or 8-hour blocks. Although the examinee may not require this length of time to complete the examination, this time frame is guaranteed to them.
- **The fee range for Exemplar Global, iNARTE, and FCC examinations is:**
- 4 hour scheduled examination: \$0.00 to a **maximum** of \$75.00.
- 8 hour scheduled examination: \$0.00 to a **maximum** of \$150.00.
- **No fees other than the stated exam fee may be charged to the examinee, i.e., administration charges, etc.**

**PLEASE ENTER YOUR FEES BELOW**

Computer-Based 4 hours Examination	
Computer-Based 8 hours Examination (Examinations delivered via an online system; test centers or proctors would be required to supply internet access and computer(s)/laptop(s) for delivery)	

Paper-Based 4-hour Examination	
Paper-Based 8-hour Examination (Examinations are mailed to the test center or proctor, who administers then returns the exams to Exemplar Global)	
<b>You may not require individuals to undertake any preparatory courses or purchase study materials to examine at your location.</b>	
<b>TRAINING</b>	
Are any preparatory courses or training provided?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please provide course description(s) (attach additional pages if necessary)	
Preparatory/training information contact	
Preparatory/training information phone	
<b>DO YOU HAVE ANY RESTRICTIONS AS TO THE EXAMINEES THAT YOU WILL PROVIDE PROCTORING SERVICES FOR? (i.e., company employees only, military personnel only, etc.)</b>	
<b>TESTING LOCATION</b>	
Please provide at least two photographs of the interior of the testing location showing testing area and proctoring area).	
A suitable testing location provides the examinee with a suitable work area that is quiet, comfortable, and properly illuminated. The testing location should also allow proper monitoring of the examinee(s), and appropriate spacing between examinees.	
<b>Please identify how your site meets these requirements below:</b> (Attach additional pages if necessary)	
Suitable Workstations	
Comfort & Illumination	
Quiet, Uninterrupted Room/Area	
Testing Location Capacity	
Monitoring	
Additional information	
<b>Note: Once designated as an exam proctor, your testing location and/or exam session(s) may be inspected by Exemplar Global without notice.</b>	
<b>FOR MULTIPLE TEST CENTERS ONLY</b>	
<b>Testing Location(s)</b>	
Please provide at least two photographs of the interior of the testing location(s).	
A suitable testing location provides the examinee with a suitable work area that is quiet, comfortable, and properly illuminated. The testing location should also allow proper monitoring of the examinee(s), and appropriate spacing between examinees.	
In the table on the next page, please list all test center locations and complete the applicable information for each. For environment requirements, provide a description of how the testing location supports each requirement (e.g., "individual workstations on 14 x 12-inch tables with divider between each", "video surveillance of examinees along with regular proctor walk-throughs".) Attach additional pages if necessary.	

Physical Address	Name of Center	Contact Name and Phone # for this location	Proctor name(s)	Type/ Frequency of examinations	Environment requirements for this location	
				<input type="checkbox"/> Paper-based	Comfort & Illumination	
				<input type="checkbox"/> Computer-based	Quiet, Uninterrupted Room/Area:	
				<input type="checkbox"/> Quarterly	Testing Location Capacity	
				<input type="checkbox"/> By Appt.	Monitoring	
				<input type="checkbox"/> Other	Additional information	
				<input type="checkbox"/> Paper-based	Comfort & Illumination	
				<input type="checkbox"/> Computer-based	Quiet, Uninterrupted Room/Area:	
				<input type="checkbox"/> Quarterly	Testing Location Capacity	
				<input type="checkbox"/> By Appt.	Monitoring	
				<input type="checkbox"/> Other	Additional information	
				<input type="checkbox"/> Paper-based	Comfort & Illumination	
				<input type="checkbox"/> Computer-based	Quiet, Uninterrupted Room/Area:	
				<input type="checkbox"/> Quarterly	Testing Location Capacity	
				<input type="checkbox"/> By Appt.	Monitoring	
				<input type="checkbox"/> Other	Additional information	

### Application Package Checklist

- ☐ This application form completed and signed.
- ☐ At least two photographs of the testing location (must be the interior testing area).

I have read the Exemplar Global Proctor Manual and understand the requirements and responsibilities of an Exemplar Global exam proctor. My signature below states that I am able to carry out the duties and responsibilities of an Exemplar Global proctor.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

**Please email your completed application to:**  
admin@inarte.org