

## How to become a proctor/add proctor to testing center

### SUMMARY

Proctors are people who have registered with Certiport and have requested, through registration or within their personal Profile, to 'Become a Proctor'. By requesting to be a proctor, the only Certiport requirement, at this time, is that users 'Accept' the Proctor Agreement (after reading, agreeing to and understanding the terms, conditions and responsibilities).

Once a person has a role of Proctor, an Org Admin must log in to the Portal ([www.Certiport.com](http://www.Certiport.com)) and associate the proctor to an organization. A person having the Proctor role can be associated to many test centers so that they can approve the start of an examination.

Proctors must verify and approve examinations before a candidate is permitted to take the certification exam. Proctors must: verify the identity of the test candidate; verify that the iQsystem displays the proper Certiport Center (test center); verify that the candidate is taking the appropriate exam. Once the verification is complete, the proctor must enter their Certiport username and password and must click the 'Start Exam' button on the Confirm Exam Information screen.

### PROCEDURE

How users of Certiport.com become proctors:

1. During the initial registration process at <http://www.certiport.com> an individual must complete the following steps:
  - a. Select **Register to become a proctor** on the Choose a Purpose step.
  - b. Click the **View Proctor Agreement** button.
  - c. Read the agreement and then click the **Accept** button.
2. Current Certiport users can complete the following steps to become a proctor:
  - a. Enter your Certiport user name and password, Log In.
  - b. Select **My Profile** link in the upper right hand corner of any home page.
  - c. Click the **Roles** tab.
  - d. Click the **Become a Proctor** link (link is in the middle of the page).
  - e. Click the **View Proctor Agreement** button.
  - f. Read the agreement and then click the **Accept** button.

Associate proctors to customer accounts (Organizations):

Once a registered user has the role of 'Proctor', they can be associated to test centers by a Certiport Center Organization Administrators. Additional information regarding Proctors and associations to test centers can be found on the Certiport Portal at:

[http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/new\\_transition.htm](http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/new_transition.htm)

To authorize a person as a proctor an Organization Administrator must log in to Certiport.com and then follow these steps:

1. Hover over the **Org Profile** tab and click **Associations**.
2. Select the Organization that you want to work with from the drop down box.
3. Select any person currently associated to the organization by clicking the check box under the Proctor column. Only a person who has accepted the Proctor Agreement (i.e. with the proctor role) can be associated to an organization.

4. To associate a person that has not yet been approved to perform work for your organization:
  - a. Enter the person's username, first and last name or email address in the 'Find Users' box and then click on **Submit**.
  - b. When the correct person is located, click on their **Last Name**.
  - c. When the screen refreshes you will see that the person has been added to your organization list as an Organization Member. Note: You can delete or modify that role at any time.
  - d. Click the check box under the 'Proctor' column to finish the proctor authorization.

#### iQsystem and Proctors:

To start an exam within iQsystem, the test candidate must complete the requested information on the "Select Exam" screen. Any registered Certiport user, having a proctor role and associated to the Certiport Center administering the exam, must enter their Certiport username and password on the screen labeled "Confirm Exam Information". Note: The user name and password entered by the proctor is the same used to log into the Certiport Portal and authorizes the selected exam to begin. The proctor should not enter their username and password until they have verified the information displayed and they want the test candidate to actually begin the exam.

**Certiport Customer Support**

**Phone: (801) 847-3100**

**Toll Free: (888)999-9830, option 9**

**Technical Inbox: [technicalsupport@certiport.com](mailto:technicalsupport@certiport.com)**

**NOTE: Your feedback is always welcome; it will help the Certiport Operations team serve you better.**

**© 2013 Certiport, Inc.**