



# KIPS

KINESIOLOGY INSTITUTE FOR  
PERFORMANCE SPECIALISTS

## REQUEST FOR PROCTOR

### **Application Checklist**

- Complete application form
  - Payment information
- Must be submitted 60-days prior to requested exam date
- On the day of exam, have proctor fill out Proctor Agreement and Exam Candidate will fill out the Student Information Sheet

**Mail to:**

KIPS BOC

PO BOX 6324

Thousand Oaks, CA 91359, USA

## **Proctor Training-Qualifications**

Individuals who will be responsible for proctoring tests will be required to adhere to the guidelines established by the company administrator.

- Proctors should be reliable, punctual, detail-oriented and able to deal effectively with people in difficult situations
- To administer the exam, the proctor must be able to read and speak English, and be familiar with the relevant test administration protocols as well as exam security procedures. Additionally they must understand the concepts of standardized testing, the importance of test security and implications of testing irregularities
- Proctors may NOT be related, associated or affiliated with any individual taking the exam.
- Proctor may NOT have a personal interest in the outcome of the candidate
- Proctors must be familiar with the test facility accommodations, including emergency exits and protocols
- Cannot be directly associated with KIPS PFT program management or educational staff

Proctors must submit with detailed response of their qualifications for being a proctor as well as a current resume. This must be submitted with Page 5 of this document.

## **Proctor Responsibilities**

The proctor's responsibility is to provide a secure environment for the candidate to take the examination, so as to deter cheating attempts and ensure that there are no unnecessary distractions. To achieve this, the proctor will verify exam examinee's identity before logging in the examinee.

The proctor will be present, in the room, during the entire time that examinees are testing. This will include ensuring that no exam questions are copied, printed or compromised in any way. This allows all examinees an equal chance to pass an exam.

## **Proctor Duties Prior to Exam**

The proctor will familiarize themselves with the relevant test administration and security procedures. To do this, the proctor will read the general exam administration instructions and prepare the room prior to accepting the examinees. The roster should be checked and the company administrator is to be contacted should there be a discrepancy.

The proctor will need to confirm the proper number of desks, tables, and chairs to allow for the examinees to be five feet apart with all seats facing the same direction. Additionally, the room temperature should be reasonable.

The proctor will verify that no subject-related information is displayed on the walls or video. A clock should be visible and in working order. Lastly, the proctor will post "Exam in Progress" sign on all doors.

## **Proctor Responsibilities for Examinee Check-In**

As examinees arrive, the roster should be marked accordingly (see last page of this agreement). The examinee must provide at least one form of current photo ID (valid driver's license, passport, military ID, etc.).

The proctor will assign seats to all examinees (do NOT allow examinees to choose their own seats)

During the exam, the examinees will not be permitted to have during the test:

- Electronic equipment (cell phone, smart phone, laptop, etc.), portable listening or recording devices, cameras or other photographic equipment, devices that can access the internet or other electronic or communication devices. NOTE: As the exam is administered in an online format, the examinee will have access to one computer to access the exam. The proctor must ensure the examinee does not access any content/

website other than the online testing portal during the exam.

- No watches that beep or have an alarm
- No food or drink
- Purses and backpacks to be placed at the back of the room

### **General Exam Instructions – These are to be read to all examinees**

Once all examinees are admitted and seated, the proctor will read the Examination Rules and Important Points:

- There will be no questions once the exam begins, the proctor cannot answer any questions therefore examinees are advised to listen closely to instructions and read all directions.
- During the exam, no talking is permitted
- No breaks are allowed once the exam is started
- No test materials, documents or memoranda of any kind are to be taken from the exam room.
- Examinees will be given 2-hours to complete the 100 question exam

Online Exams:

- Examinees are instructed to login in to the online portal and access the exam page (provided when approved)
- Proctor will provide the exam password (Proctor will receive after application is approved), The password must be given at the time of testing verbally.
- Upon completing exam, results will be presented and uploaded into the KIPS database
- If student received a passing score, they will receive an email notification to confirm mailing address.

Examinee may be dismissed from the exam for any of the following reasons:

- Examinees are instructed to keep their eyes on their own exam or they will forfeit the opportunity to take the exam, at any time.
- If the examinee's admission to the exam is unauthorized.
- If an examinee creates a disturbance, is abusive or otherwise uncooperative
- If an examinee gives or receives help, or is suspected of doing so
- If an examinee attempts to remove exam materials or notes from the test center

After the exam

- Upon passing the exam, certifications will be mailed within 2-weeks.

### **Proctor Responsibilities During the Exam**

Proctors will observe the examinees without being obtrusive. This is done to guard against attempts at cheating. The proctor will maintain security of the test materials and watch exits. To actively proctor the test, NEVER leave a room unsupervised.

The proctor will never eat, drink, read, engage in conversation, correct papers, use a computer or laptop or perform any activity not related to the test administration. This will also include no use of phones/mobile devices during the exam administration. If a proctor has a mobile device, it must be set to silent so it will not cause any disturbance or be a distraction. It should only be used during emergencies.

The proctor will distribute and collect all test material individually and reconcile counts at all times. It is the responsibility of the proctor to report and handle any irregularities according to the program requirements.

Lastly, it is the proctor's responsibility to ensure accurate timing of the exam.

### **Proctor Responsibilities Following the Exam**

At the end of the allotted two hours, the proctor will count and secure materials before dismissing the examinees. The proctor will prepare the paperwork and arrange for the pick-up/ shipping of the test material as necessary. This is in accordance to company specifications and local system.

### **Exam Candidate Responsibilities**

Along with the form found on the following page, the Exam Candidate must submit a detailed response of why they are requesting a proctored exam. Submissions without a detailed response will be considered incomplete and if not completed will be denied within 14-days.



# REQUEST FOR PROCTOR

## To Be Completed by the Proctor

*Upon completion, please submit this form to the KIPS Board of Certification.*

**Proctor Name & Title:** \_\_\_\_\_

**Proctor Email:** \_\_\_\_\_

**Testing Site Name:** \_\_\_\_\_

**Testing Site Address:** \_\_\_\_\_

\_\_\_\_\_(initial) I agree to proctor the KIPS Personal Fitness Trainer exam for the candidate named above, according to the KIPS Policies & Procedures and Exam Candidate Handbook.

\_\_\_\_\_(initial) I agree to accept the exam electronically from KIPS. To ensure exam security, after downloading and printing the exam, I also agree to delete any copies from our computers.

\_\_\_\_\_(initial) I hereby accept that I am responsible for the security of the KIPS Personal Fitness Trainer exam and state that I have no affiliation or stake in the candidate(s) listed above outcome.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Application Fees

Fee - \$25

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## Total

\_\_\_\_\_

## Payment Information

### Method of Payment

Check or Money Order Payable to: **KIPS**

Visa  Mastercard  AMEX  Discover

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

CVV Code \_\_\_\_\_ Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

**To be answered by exam proctor:**

*Please explain in detail your relationship to the exam candidate:*

To be answered by KIPS Exam Candidate.

*Please explain in detail and provide evidence to why you are asking for your exam to be proctored outside an exam testing site. Please feel free to attach documentation.*



**PROCTOR AGREEMENT for KIPS EXAM**  
*(To be filled out and signed on the day of the exam)*

Instructor/Course Information  
Class KIPS PFT

**Proctor Information** *(to be completed by KIPS approved proctor):*

Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Title \_\_\_\_\_

Approved ID \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

**Proctor Agreement Statement**

As an exam proctor, I will proctor the agreed upon exam for stated KIPS student(s). I will carefully review all exam instructions and certify that each exam be administered in accordance with the following guidelines:

1. Proctor will verify Student(s) identification with an approved photo ID (State Driver's License, State Issued ID, Military ID, Passport etc.)
2. Student(s) sign-in on page 2 of this form
3. No outside assistance will be allowed (closed-book only, no online resources, no references, etc.)
4. Student(s) will have have 2-hours to complete the exam
5. The Proctor Agrees not to make any copies of the exam. If it is found that the exam has been copied, the exam candidates scores will be void and a maximum penalty will be administered.

I agree that all exams will remain confidential until administered to the student. Upon completion the exam this completed form, the completed answer sheet(s) and a photocopy of the proctor's approved ID will be faxed or mailed in a sealed envelope to KIPS within 24 hours.

Proctor Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please sign and return this form with a photocopy of your ID to KIPS*

**Student Information Roster (to be completed by Proctor and KIPS PFT Student on day of exam):**

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Approved ID \_\_\_\_\_

Proctor's Initials \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Approved ID \_\_\_\_\_

Proctor's Initials \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Approved ID \_\_\_\_\_

Proctor's Initials \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Approved ID \_\_\_\_\_

Proctor's Initials \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Approved ID \_\_\_\_\_

Proctor's Initials \_\_\_\_\_