Aurora Amateur Radio Group
"Committed to the North"

Remote Exam Proctor Application

INSTRUCTIONS: Please complete this application to become an accredited examination proctor for our remote testing program. Upon completion of this application, please include a scanned copy of your valid, government issued photo identification. Should we require additional documentation, you will be contacted by the Aurora Amateur Radio Group. Thank you for your interest in becoming a proctor for the Aurora Amateur Radio Group!

Please indicate how you qualify to serve as an exam proctor:

_____

PROCTOR'S PERSONAL INFORMATION

Last Name: _____

First Name: _____ Middle Initial: _____

Date of Birth: _____

Driver License / State Identification Card Number: _____

State of Issue: _____ Expiration Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home phone number, with area code: _____

Cellular phone number, with area code: _____

Proctor's E-Mail Address: _____

Name of Employer: _____

Physical Address of Employer: _____

City: _____ State: _____ Zip: _____

Employer's phone number, with area code: _____

PROCTORS SHALL CERTIFY TO DO THE FOLLOWING (initial each):

_____ Verify the identity of each examinee.

_____ Not proctor an examination for his or her spouse, children, grandchildren, stepchildren, parents, grandparents, stepparents, brothers, sisters, stepbrothers, stepsisters, aunts, uncles, nieces, nephews, and in-laws.

_____ Help establish and maintain a live video link for the session's duration. Should the video feed be lost, suspend ALL examinations in progress until the video link has been re-established. Ensure ALL examinees remain in the examination area while the video link is being re-established.

_____ Submit and print documentation related to the examination process as instructed verbally or in writing by the Lead Examiner.

_____ Ensure that the proper online exam credentials are given to the correct candidates as delivered by the Lead Examiner during the testing session.

_____ Be physically present at all times with and in view of all examinees and observe candidates' actions by moving about the testing area to check for any improper behavior or actions deemed to be a compromise of the examination session.

_____ Ensure that you and all examinees are within view of the session video camera at all times.

Enforce the following testing rules and procedures:

_____ Ensure examinees leave all preparation materials and personal effects (including but not limited to notes, textbooks, electronic devices, phones, purses, and translation devices) out of reach and direct access during the testing session.

_____ Allow the use of calculators so long as calculator memories are completely cleared

_____ Close all computer applications and web browsers. Restart appropriate web browsers if using the online exam system.

_____ Do not allow examinees to access any unauthorized computer programs before, or during, or after the testing session until all examinees have completed their examinations.

_____ Do not permit examinees to supervise or coach other examinees in any aspect of the testing process. Talking is not permitted by examinees during the testing session until all examinees have completed their examinations.

_____ Do not provide any assistance to examinees regarding any exam content.

_____ Do not permit examinees to leave the examination area except in emergency situations. If an emergency situation exists, the examination in progress shall be considered to be terminated and may not be restarted. A new examination with new examination materials may be started upon the direction of the Lead Examiner.

_____ Candidates may re-take an exam by direct approval of the Lead Examiner. If a candidate wants to re-take an exam in the same session, the Lead Examiner will secure a new set of login credentials and pass them to the Proctor.

CERTIFICATION

By signing this application to become an accredited examination proctor, I certify that I have completely read the aforementioned procedures and agree to serve in this capacity on behalf of the Aurora Amateur Radio Group by maintaining the honesty, integrity and security of the examination process for radio licensing in the United States of America.

_____   _____
SIGNATURE OF APPLICANT   DATE OF APPLICATION