Proctoring Guidelines for other Locations & Releasing Test Results

This document outlines the required procedures for test sites that are proctoring a candidate on behalf of another site for Health and Professional Certifications Project (HPCP) testing. As the contracting entity, it is essential that we maintain a clear audit trail and consistent processes across all sites to ensure the security of candidate data.

Please understand that each test site location is considered an individual entity. Candidate information and test results cannot be shared between sites without proper authorization and documentation.

The process for handling proctoring arrangements is as follows:

Scenario 1: Candidate is trained at Site A, proctored at Site B

- **Site A (Training & Scheduling Site):** Site A is responsible for scheduling the candidate's exam, taking payment (if applicable), and verifying all necessary documentation for testing (e.g., certificates of completion).

- **Site B (Proctoring Site):** Site B's sole responsibility is to proctor the exam and verify the candidate's identity before testing. Site B should not handle any documentation or certificates. The "Authorization to Release Test Results" form is only required if Site B is storing a copy of any records related to the candidate's results. If no records are kept, the form is not needed.

Scenario 2: Candidate is trained at Site A, but Site B schedules the exam

- **Result Sharing:** If the candidate plans to share the results directly with Site A, no form is required.

- **Site B Sharing Results:** If Site B is going to share the test results on behalf of the candidate, the Authorization to Release Test Results form must be completed. A copy of this form must be stored in the candidate's record at Site B.

Required Notification

Prior to a site being contacted about proctoring, the site that trained/scheduled the candidate needs to ensure that it is within the guidelines. Therefore, we require an email to be sent to **cttc@careertech.ok.gov**. This email must contain the following information:

- The reason for the candidate testing at a site that is not their training/scheduling site.

- The location and individual you would like to proctor the candidate.

    - CareerTech Testing Center must ensure the person who is being asked to proctor is listed on the HPCP directory and cleared to proctor.

- Once this is verified, we ask to be CC'd on the email sent to the proctor from Site A (training site/scheduling) that includes:

    - Confirmation of the proctoring arrangement and who is proctoring the candidate.

    - The name(s) of the candidate(s) involved.

    - The test date

This notification will allow us to assist with any issues, such as resetting a candidate's exam if needed, on behalf of the training site.

Data Security and Audit Trail

To maintain a secure audit trail and protect sensitive Personally Identifiable Information (PII), we must track everyone who has access to a candidate's results. If transmitting the result to an entity other than the candidate, we can ensure consistency by using a single, uniform form Authorization to Release Test Results. If another tech center needs the candidate's results, the candidate can complete the Authorization to Release Test Results form. If the candidate completes the form in front of one of the signature proxies on the HPCP directory, then it does not need to be notarized.

The easiest way for a candidate to obtain a result (other than getting a copy immediately after taking the test) is to request it from the site that trained/scheduled them. The site can pull the result or request it from us to provide to the candidate. If that is not possible, we have the form to allow a different test site to obtain the result by having the candidate authorize them to do so.

Please be aware that if candidate information (including the release form) is stored at more than one location, a copy of the release form is required in the files at both the proctoring site and the origination (training/scheduling) site.