

GUIDELINES FOR SELECTING A NOVALIS COURSE PROCTOR

SELECTING A PROCTOR

Each student is responsible for selecting a proctor to administer the examination(s) which are required by the state for the successful completion of any distance learning continuing education course. When you have selected the person who has agreed to serve as your proctor, please send us the completed “Application To Serve As Examination Proctor” form. To avoid being rejected, please be sure that the application is completed in its entirety. Note: You do not need to fill out an application if you are using the Novalis online proctoring service (see below).

PROCTOR ELIGIBILITY

The proctor must be a professional person who proctors examinations as a regular part of his or her professional duties (e.g., a librarian or professional educator). The proctor must be an independent third party and must be located outside of your place of employment. **Family, friends, coworkers, and other licensees will not be approved as proctors. The examination(s) must be administered in the proctor’s place of business. Homes, home offices, or the student’s place of business are not appropriate.** See the “Guidelines For Serving As A Proctor” for more specific information. The student is responsible for any fees that a proctor may charge, though most proctors do not charge fees unless it is for an approved online administrator.

CUSTODY OF EXAMINATIONS

Exams will be emailed directly to your proctor. Students are responsible for contacting their proctor to arrange a mutually convenient time for testing. Your proctor will keep the test materials in a secure location and will confirm your identity before you take the test(s). **Bring photo identification and auctioneer license number with you to the test site** or you will not be allowed by your proctor to take the tests. The proctor will monitor the exam process to ensure that all guidelines are met. Completed tests must be returned to Novalis by the proctor via email or fax. All tests are closed book. All other materials (e.g., coats, briefcases, purses, phones, electronic devices, etc.) must be out of reach during testing.

EXAMINATION SITE

Exams are to be administered in an environment conducive to test taking. An office in the student’s place of employment is not an appropriate setting. Most proctors can arrange an appropriate place at their business location that would be off limits to others and free of telephone, paging or intercom systems. In short, your proctor should ensure that the area is quiet and conducive to your concentration while taking the exam.

CERTIFICATION & VALIDITY OF RESULTS

The exam will have a cover page which includes a certification that both you and your proctor must sign in order for your examination results to be valid. This certification attests that you understand the conditions under which you are to take the test, and that if we believe the test taking or proctoring process has been compromised in any way, we may at our sole discretion determine that the results are invalid due to unethical conduct.

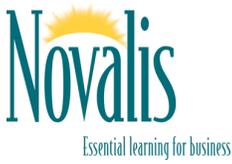
NOVALIS ONLINE PROCTORING SERVICE

As an alternative to an in-person proctor, an auctioneer may utilize the services of a **Novalis Online Proctor** for a fee. To qualify for this option, the student must have access to the Internet, along with a computer and camera that is capable of streaming “Zoom” software. The online proctor will then contact the student to arrange a convenient date and time for the examination. The test proctor will email the instructions and Zoom link with a confirmed date and time. At the appointed time, the test proctor will confirm the student’s identity with a photo ID, along with providing the exam password(s). The student will take the exam while the proctor is watching to ensure that there is no unethical behavior. Upon completing each exam (assuming the student receives at least a 70% score), the student must either download or print their Completion Certificate. Both parties will then log-off. Novalis will notify the state of each completed course. The fee for this service is \$20 per exam during normal business hours (8:00 – 4:00 CST). You must visit the Novalis website to register/pay at novalislearning.com.

QUESTIONS?

If you have any questions regarding a proctor or course logistics, contact Sue Wiseman, Education Coordinator, via:

Email: sue@novalislearning.com / Telephone: 888.346.5411 / Fax: 888.346.5418



APPLICATION TO SERVE AS EXAMINATION PROCTOR

TO BE COMPLETED BY STUDENT

Student Full Name: *Printed:* _____ *Signature:* _____

Illinois Auctioneer License #: _____

Contact Information: *Phone:* _____ *Email:* _____

TO BE COMPLETED BY PROCTOR

Proctor Full Name (please print): _____

Professional Title: _____

Company/Organization: _____

Business Mailing Address: _____

(Street Address and/or P.O. Box)

(City)

(State)

(Zip)

Telephone: _____ Fax: _____ E-mail: _____

Briefly describe the location and environment for administration of the exam:

Please check all statements that are true:

- I am not related to the student I do not work with the student I am not a licensed auctioneer
- I understand that Novalis will not be reimbursing me for this service.
- I have read the "Guidelines To Serve As Proctor" and understand my responsibilities. My primary role is to ensure that the student does not cheat.
- I understand that any irregularities in the proctoring process may result in the student's test results being invalid.

Signature of Proctor

Date

INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE APPROVED

Return The Completed Application By:

Email: sue@novalislearning.com, or

Fax: 888-346-5418

PLEASE DO NOT MAIL!

NOVALIS, INC.

2105 Eastland Drive, Suite 10
Bloomington, IL 61704
Phone: 888.346.5411

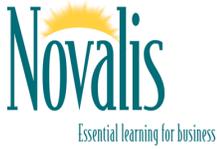
This application has been reviewed and is:

Approved

Denied

Novalis Staff Signature

Date



GUIDELINES FOR SERVING AS AN EXAMINATION PROCTOR

Thank you for agreeing to serve as a proctor for a student taking our distance learning courses. This information will familiarize you with your obligations.

AS A PROCTOR, YOU ARE RESPONSIBLE FOR:

RECEIVING AND SECURING THE EXAM

- Please check to be sure that you have received the examination(s) and evaluation(s) for each course. Call Novalis @ 888-346-5411 immediately if there are any discrepancies or omissions.
- Keep the exam in a secure place until the time of administration. Under no circumstances should the tests be placed in the possession of a third party or in the possession of the student before administering them.
- The student will contact you to arrange a mutually convenient time for testing.

PROVIDING AN APPROPRIATE SITE FOR ADMINISTERING THE EXAM

- The exam should be administered in your place of business. Homes, home offices, or the student's place of business are inappropriate sites.
- The site should be free from noise and distractions. It should have adequate lighting, ventilation, and a comfortable seat and table for the student. The room should be off limits to other people during the testing process.
- The proctor must ensure that students do not have access to smart phones or other devices during the test(s).

ADMINISTERING THE EXAM

- Confirm the identity of the student through photo identification (e.g., driver's license). If the student cannot provide valid photo I.D, they cannot take the test.
- Monitor the examination process to ensure that all Novalis guidelines are met. **Your primary role is to ensure that the student does not cheat.**
- The test is closed book. The student will only need a pen or pencil. All other materials including coats, briefcases, purses, phones, electronic devices, etc., should be out of reach.
- Any unusual circumstances surrounding the test administration should be reported to Novalis. Examples include loud or distracting noises, fire drills, or any other occurrences which may have impaired student performance.
- Do not answer any questions about exam content.
- Ensure that the exam cover page is completed and signed. Tests with incomplete information or without signatures will be considered invalid.
- Collect the completed exam from the student.

SECURING AND RETURNING THE EXAM AND COURSE EVALUATION

- Send the completed test(s) and course evaluation(s) via email to sue@novalislearning.com or faxed to 888-346-5418. **PLEASE DO NOT SEND THE EXAMS VIA POSTAL MAIL.**
- Under no circumstances is the exam to be duplicated, reproduced, or retained by either the student or the proctor.

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