

On-Site Testing Application

Email application to Assessments@TheInstitutes.org or fax to (610) 725-5966.

On-Site Testing Information

* required information

Organization/Company*: _____

Organization/Company's Institutes Account Number: _____

Select a 4-Digit Numeric PIN*: _____

Physical Address

Address 1: _____

Address 2: _____

City, State, Zip: _____

Country (outside U.S. only): _____

Testing Location (e.g., Training Room, 2nd Floor): _____

Testing Environment Questions and Requirements

1. Expected number of examinees per two-month testing window: _____

2. Number of employees physically working at this location: _____

3. Number of desktop PCs available for testing that meet The Institutes' criteria: _____

- Laptops are not permitted for administering The Institutes' examinations without prior authorization from the Assessments Department.
- If virtual computers are used, all answer files must be backed up on a drive and saved for six months.

4. Describe the testing room configuration:

5. Include several pictures of the testing environment, including where the proctor will be seated.

6. Will the proctor have continuous good visibility of examinees? Yes No

Testing Window Dates

Select Testing Window Dates: *(check one)*

- January 15 – March 15
- April 15 – June 15
- July 15 – September 15
- October 15 – December 15

Exam Availability

The on-site testing center will be open to:
(check one)

- Employees Only
- The Public
- Employees and select members of the public
(please explain)

Staffing Information

List Staff Members Information

The names indicated on this application are the only persons approved to administer on-site exams at this company/branch location. A minimum of two contacts are REQUIRED to open/maintain a testing center.

The examination center supervisor must notify The Institutes two weeks before the start of the testing window of any personnel changes or if a test administrator is registered to take an exam. All test administrators must take and pass their exams before actively proctoring within a testing window.

Continuing Education (CE) Requirements

As the exam test center you must ensure that you meet the proctor requirements of the states for which your students have filed for CE. Contact the appropriate state licensing entity if you have questions regarding state CE requirements. If you still have questions about whether you are compliant, please contact The Institutes Compliance Department at (800) 295-9010 or info@CEU.com.

On-Site Testing Security Statement

No student taking an Institutes examination at an on-site location is permitted to use his or her own device. The examination must be administered using a company- or an institution-owned PC that is not available to the examinee other than during the particular testing session.

The Institutes are committed to ensuring the integrity and security of all examinations. We will conduct periodic data forensics to compare response patterns to test questions and reserve the right to inspect any on-site testing center, to permanently deny testing at a specific on-site testing center, and to invalidate any testing results if a testing irregularity is detected. On-site testing centers are accountable for the actions of their examinees and must take appropriate precautions to maintain exam security.

By submitting this form, you agree to the policies and procedures as set forth by The Institutes.

Examination Supervisor *(Please list any designations)*

Name: _____

Position/Department: _____

Telephone/Extension: _____

Email Address: _____

Test Administrator 1 *(Can be the same as the Examination Supervisor)*

Name: _____

Position/Department: _____

Telephone/Extension: _____

Email Address: _____

Test Administrator 2

Name: _____

Position/Department: _____

Telephone/Extension: _____

Email Address: _____

Test Administrator 3

Name: _____

Position/Department: _____

Telephone/Extension: _____

Email Address: _____

Computer Support

Name: _____

Position/Department: _____

Telephone/Extension: _____

Email Address: _____