

**Evaluation of an Assessment Administrator/Assessment Proctor  
during a Testing Session**

Date: \_\_\_\_\_

Assessment Administrator/Assessment Proctor Name: \_\_\_\_\_

<b>Before the session begins:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is the testing area set up per the Assessment Facilities section of the Accredited Assessment Center Guidelines?			
Is there a candidate check-in area for I.D. check and collection of personal (non-approved) items?			
Are the testing devices under the oversight/control of the AAC/AAS?			
Are there dividers or privacy screens on each device?			
Is there surface space enough to accommodate testing device and NCCER approved reference materials (if applicable)?			
Are there no more than 2 candidates per 6-foot OR 3 candidates per 8-foot Adequate space between rows for walking?			
Are posters, charts, and educational materials applicable to the assessment removed?			
Is the prohibited items sign posted?			
Is the anti-cheating poster posted?			
Was the candidate provided with the appropriate assessment specifications sheet?			
Was the candidate's photo ID verified?			
Were prohibited items collected?			
Were scratch paper and pencil provided if applicable?			
Were approved reference materials provided if applicable?			
<b>During the session:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was the required proctor script followed and read?			
Was the assessment administered closed-book?			
Was the assessment administered in-person to no more than 30 candidates to 1 Assessment Administrator/Assessment Proctor?			
Did the Assessment Administrator/Assessment Proctor circulate amongst candidates?			
Were the candidates left unattended during the assessment session?			
<b>Conclusion of Assessment Session</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Were scratch paper and any approved reference materials collected?			
Were personal belongings returned?			
Was candidate provided with score report and training prescription?			

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**Additional Notes/Comments:**

**Primary Administrator/Assessment Administrator/Master Trainer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_