



**North American Technician Excellence, Inc.**  
**Air Conditioning Excellence Exam Session**  
**Proctor Checklist**

- Review Proctor Script before test session.**
- Verify that the number of test packets received matches candidate list, which you may have received from Testing Organization. (List should include name and which tests the candidate paid for.)**
- Check if extra test packets – if ordered – are received.**
- Arrive one hour early and check testing room**
  - Seats arranged side-by-side in same direction
  - Adequate working space (NATE suggests 54" per candidate)
  - No. 2 pencils available
  - Area for candidates to put extra materials/possessions
  - Proctor 9-digit ID number and date posted in front of room
  - Seat/work area for proctor/assistant on side or in back of room
- Check in of candidates**
  - Check picture id of candidates as they enter
  - Collect payment on site if necessary.
  - Issue Core exam packet and/or Specialty exam packet(s)
  - Remind candidates not to open any packets until you tell them to do so
  - Check off candidates from Candidate List (if necessary) as you issue packets
  - Maintain security of unused test packets
- Use script enclosed to explain procedures**
- When candidates finish early**
  - Follow script if candidate(s) complete tests early. (Candidates may leave upon sealing packet.)
  - Ensure candidates names, address, version control box, and answer grid are correctly completed, and have them sign the answer cards.**
  - Ask candidate to place exam, answer card, test survey, and original envelope in return envelope – nothing should be considered trash! Have candidate seal envelope in front of you.**
  - Ask candidate to affix and sign label signifying that test has been packed and sealed in their presence
  - Gather candidate envelopes and place back in original box/package. SECURITY OF THIS BOX IS YOUR PRIORITY.
- End of Testing Session**
  - Call each candidate to you (or go around to each candidate)
  - Ensure candidates names, address, version control box, and answer grid are correctly completed, and have them sign the answer cards.**
  - Ask candidate to place exam, answer card, test survey, and original envelope in return envelope – nothing should be considered trash! Have candidate seal envelope in front of you.**
  - Ask candidate to affix and sign label signifying that test has been packed and sealed in their presence
  - Box up the completed as well as unused test packets
  - Complete Proctor Transmittal Form, noting any no-shows or security problems**
  - Ship envelopes and form (via trackable method such as Federal Express or UPS) to:**

**VGI Test Administrator**  
**1156 107<sup>th</sup> Street**  
**Arlington, Texas, 76011**