

Client proctored delivery

Recommended admission steps

These admission steps are **recommendations** based on Pearson VUE best practices. They are optional for clients to use as they see fit and are intended to be a starting point for their operational processes for test delivery using the **Client proctored** delivery model.

Prompt	Instruction
Request identification	Ask the candidate for one (or two) forms of valid ID as per the ID policy — one primary ID and one secondary ID (if applicable).
Check IDs	<p>Ensure that the ID(s) required per the ID policy meet(s) the suggested guidelines below:</p> <ul style="list-style-type: none">• Require either one or two valid IDs be provided by candidate.• Check that ID(s) are valid (not expired).• Verify candidate's name on both IDs matches the candidate's name on the exam registration.• Verify that the photograph on the primary ID looks like the candidate.• If government issued IDs are required in order to receive conference ID, then conference ID may be accepted as a form of ID (if client approves). <p>Note: If ID(s) is/are unacceptable, do not seat the candidate for the exam — document the situation and notify point of escalation.</p>
Distribute rules document and fill in log sheet (optional)	<ul style="list-style-type: none">• Create a sheet to log candidate approval of Candidate Rules Agreement.• Ask the candidate to read the Candidate Rules Agreement, complete bottom section, and return it to you.• Have the candidate print his or her name on left side of the log sheet, enter exam series number, sign next to "Understand Candidate Rules" and enter the current time.

Prompt	Instruction
If unscheduled breaks are permitted, review the policy with the candidate:	<p>Read the following script to the candidate:</p> <p>"Access to certain personal items is restricted during unscheduled breaks. During unscheduled breaks, the only personal items you may access are comfort aids, medications, or food. Exam time keeps counting down during an unscheduled break."</p>
If scheduled break is included in exam:	<p>Read the following script to the candidate:</p> <p>"If your exam includes a scheduled break, verify the exam sponsor's scheduled break policy with the test administrator before accessing any personal items."</p> <p>Note: Any violation of a break policy is considered misconduct, and will be reported to point of escalation contact.</p>
From admission to testing room	<p>Identify one person as the Lead Proctor for the room.</p> <p>The Lead Proctor greets candidates at the door, shows them where to place their belongings if not already done (often in testing room because of space limitations at conferences), then directs them to an open TA who raises their hand as a visual and seats the candidate.</p> <p>The Lead Proctor is also an escalation point for issues in the testing center:</p> <ul style="list-style-type: none"> Exam issues, security concerns, communication efforts (share information between teams)
Show candidate where to store belongings (if appropriate)	<p>Have the candidate store belongings in a secure area. Be sure to tell candidates to turn cell phones off.</p> <p>Note: If the candidate refuses to store his or her belongings, check the client reference in the Exam Sponsor Guide for any unique policies regarding personal belongings.</p>
Offer candidate an erasable noteboard and marker (if appropriate)	<p>Offer the candidate an erasable noteboard and marker.</p> <ul style="list-style-type: none"> Optional: Document that the candidate was provided an erasable noteboard. <p>Note: Each candidate may have one noteboard and marker at a time. To obtain a clean noteboard or replacement marker during an exam, the candidate should raise his or her hand. Collect the current noteboard or marker before replacing it.</p>

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Seat the Candidate	<p>If the check-in area is separate from the testing room, we assign someone to walk Candidates between the two rooms.</p> <p>This is a security precaution to ensure that once the candidate has been checked in he/she is immediately seated. This process helps prevent proxies by removing the risk of losing sight of the candidate between rooms.</p> <p>This staff member also reviews some of the finer points of the rules again before walking groups of 3-6 candidates into the testing room: check to make sure cell phones are turned off, everything is put away, etc.</p> <p>Note: Take smaller groups of 3-6 candidates at a time. This helps prevent the proctor staff who will be seating them from becoming overwhelmed. This also reduces the risk of candidates standing around in the testing room by everyone's personal belongings.</p>