



**Proctor's Oath**  
**(revised 2/8/2011)**

As an NHA proctor, you must adhere to, abide by, and agree to the statements below. **WRITE YOUR INITIALS** next to each statement in the box provided indicating your agreement to the indicated statement.

- I will ensure that all exam materials are kept in a secure place until the scheduled exam date and time, and after the exam, until they are returned to NHA.
- I will not look at any of the items appearing on the exam.
- I will ensure that each exam is wafer sealed prior to administration.
- I will verify, via photo ID, all pre-registered applicants.
- I will ensure students are seated in such a way that they are spaced adequately to prevent visualization of other participants' answer sheets.
- I will maintain order in the seating of all examinees.
- I will read and follow the script provided in the proctor's manual.**
- I will directly observe examinees at all times during the testing period.
- I will enforce the rules to ensure uniform testing conditions.
- I will ensure students only use the official answer sheet contained within their booklet to record answers to the exam. Exam answers recorded on any other form will not be scored by NHA. Only those answers recorded on original answer sheets will count toward proctor payment.
- I will not tolerate cheating of any form, including but not limited to: consulting text-books or notes, discussing or reviewing any items on the exam with anyone, talking to other students during the exam.
- I will keep confidential and secret any verbal or written information that is disclosed to me as a result of my participation in an NHA activity including, but not limited to: applications, examinations, exam questions, analyses, studies, non-public records, exam scores, financials, personnel, contracts, challenges, appeals, complaints, ethics violations, or other actions being considered by the NHA.
- I will treat all confidential information as NHA's sole property and take all steps necessary to ensure its confidentiality, including maintaining NHA materials in a secure area at all times. Except for the specific purpose of carrying out NHA-requested activities, I will not copy or otherwise duplicate confidential information or knowingly allow anyone else to copy or otherwise duplicate confidential information.
- Upon discovery of any suspected unauthorized use or disclosure of confidential information, I will promptly inform NHA in writing of such unauthorized use or disclosure. I will cooperate with NHA in every reasonable way to help NHA regain possession of confidential information and prevent its further unauthorized use or disclosure.
- I will return to NHA all confidential information in my possession or control at the completion of my NHA service or upon NHA's request, whichever is earlier.
- I will maintain a strictly enforced time period for the exam. At the end of the time period, I will collect all exams and materials. **No exceptions!**

The general guideline for examinee/exam proctor ratio is no more than 30 examinees per proctor.

All exam materials must be accounted for, signed off by the proctor on the exam checklist and returned to the NHA Corporate office **within 1 business day** via a traceable method, such as UPS or Fed Ex.

**I have read the above statements and understand that by signing this oath I accept all responsibilities listed. I also understand that in the event that I do not abide by these rules, I will not only be prohibited from proctoring future exams but will also jeopardize the school's approval status as an approved site for NHA examinations, and legal action may be taken against me personally.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Site Code \_\_\_\_\_ Name of Testing Site \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email address \_\_\_\_\_