



Compliance Reporting Requirements for Participants in NCCA Exception for Use of Live Remote Proctoring

The following Standards will become available in the Exception application for approved programs to complete upon conclusion of the Exception program:

Please specify the time period covered by this report, starting with the first date that live remote proctoring was offered.		
STANDARD	ESSENTIAL ELEMENT	REQUIREMENT
Standard 5: Essential Element B	The certification program must demonstrate appropriate oversight and monitoring of those personnel performing certification activities.	<p>Were there any changes to the information provided in the Exception application regarding oversight and monitoring of the personnel and/or vendor(s) performing certification activities?</p> <p>Yes/No</p> <p>If yes, please describe.</p>
Standard 6: Essential Element C	C. Descriptions of examination processes, including all modes of examination delivery used and the circumstances in which they are offered to potential candidates.	<p>Identify all modes of delivery offered to candidates during the period covered by this report.</p>
Standard 18: Essential Element A	Examinations must be administered under secure and confidential protocols that restrict access to examination content to authorized individuals throughout examination storage, conveyance, administration, and disposal. Program policies must be in place to hold examinees accountable for improper behavior before, during, and after examination administration. The program must make a summary of security policies, incident review processes, and disciplinary procedures available to examinees.	<p>Were there any practices that varied from those described in the Exception application as they relate to test administration procedures?</p> <p>Yes/No</p> <p>If yes, please describe.</p> <p>Live remote proctoring may be more "customized" than test center procedures. Procedures include information such as check-in procedures, ways in which candidates are monitored for cheating behaviors, how breaks both scheduled and unscheduled are handled, and what proctoring</p>



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		requirements are in place to ensure that candidates are actively observed by a live proctor at all times.
Standard 18: Essential Element C	Trained proctors must be used in the proper administration of examinations to minimize the influence of variations in examination administration on scores, regardless of the examination delivery method or examination format. Proctor training must include the management and reporting of irregularities. Proctors must have no conflict of interest or any ability to influence examination results. Proctors must ensure that approved accommodations have been provided. Proctors must confirm they have read and agreed to abide by the procedures outlined in the examination administration manual. For performance examinations, proctors must be provided with specifications for site layout and required tools and equipment to ensure standardized administration.	<p>Were there any practices that varied from those described in the Exception application related to proctor oversight of the exam?</p> <p>Yes/No</p> <p>If yes, please describe.</p> <p>This includes specific guidelines for how proctors are trained for live remote proctoring, including information on how they conduct their monitoring, how issues are escalated, procedures for when issues are detected, ways of monitoring for cheating behaviors, etc. The program should also include information such as the proctor-to-examinee ratio, how proctors are assigned, and the process for proctor coverage.</p>
Standard 20: Essential Element A	Certification programs must calculate and report estimates of score reliability, decision consistency, and standard errors of measurement using methods that are appropriate for the characteristics of the examination.	For LRP, as well as all other modes of delivery used on the same exam form during the period covered by this report, provide summary comparative information regarding average examinee scores, average item difficulty and discrimination, average time to complete the exam, and form performance including score reliability, decision consistency, and SEM.
Standard 23: Essential Element B	Processes must be in place to deal with errors found in program activities.	The program must provide a summary of the number and type of incident reports, escalations, and resolutions for LRP administrations, compared to the types and number of incidents when other modes of delivery are used.