Procedures for Third-Party Institutions to Proctor RESNET® Certification Exams

The RESNET® accredited Training Provider, EnergyLogic Inc.., must give prior approval to an independent third-party testing site and proctor, per the RESNET Standards. For any questions, please contact Jordi Kimbrough at jordi.kimbrough@nrglogic.com or 970-820-0107.

Approval will be given only to the following independent third-party institutions:
• Colleges
• Schools
• Libraries
• Testing Centers

The proctor must be a disinterested party. This is defined as someone who:
• Is not a relative of any candidate in the testing session
• Will not receive direct financial gain from the outcome of the testing
• Does not have hiring or firing power responsibility for anyone in the session

A proctor cannot oversee employees or agents of their own organization.

A Testing Center must provide the following:
• Internet high-speed access

Rules for Proctoring
• If multiple students are taking the same exam at the same time, make seat assignments prior to the testing session.
• Verify the identity of the student taking the exam. The examinee must present a photo ID to be admitted to the testing session. The proctor will have been sent the RESNET email confirmation, user ID and password for each student.
• Upon verification of the identity of the student, the proctor will distribute the required information at the time of the test.
• Students may use their own laptop or the testing location's computer. If the computer has the incorrect operating system, they will not be able to take the test; therefore we highly recommend that students use their own laptop.

Before beginning the test, go over the following rules:
• The tests are open book and open note including electronic and internet resources. The examinee may not use cameras, cell phones, email or communication programs/devices of any kind.
• The student may not be assisted by another person while taking the exam.
• The use of a calculator is allowed.
• The proctor is to remain in the room at all times monitoring the students. If only one student is taking the exam, periodic monitoring is acceptable.
• There should be no talking at any time. During the testing session, the examinee should remain seated, and should raise a hand for questions or to relay a problem. Proctors will come to them. Both of these rules are to prevent distracting others in the testing session, if more than one student is testing.
• The test is time limited—TWO hours (except when taking the RESNET Practical Simulation exam, which has two parts, each allowing two hours). A small count-down clock on the student's computer screen will show the remaining time. The online exam server will end the exam when

the time is up. If the student's internet connection is interrupted during the examination period, the student may log back onto the exam website and resume the exam assuming time remains on the exam clock.

- Once the test begins, the examinee may not leave the room until the test is finished. When finished, the examinee should raise his/her hand to call the proctor.

If your organization can agree to adhere to the above proctoring guidelines and is willing to proctor RESNET certification exams, please fill in the information below, sign the agreement, and return this page to the requesting student:

Name of
Proctor:_____

*If a specific proctor cannot be guaranteed, please put the name of the manager/director of proctoring services above.

Company/Agency/Institution
Name(s):_____

Street
Address:_____

City, State,
ZIP:_____

Phone:_____

*This should be the primary phone number for the proctor.

Email
address:_____

*This address should be accessible to the proctor at the time of the exam.

Print Name:_____

Signature:_____   Date:_____