

Introduction

This document outlines the procedures that should be implemented while proctoring personnel taking OQSG knowledge assessments. Some procedures will vary based upon the situation and environment in which the assessments are performed. The proctor should use his/her best judgment when procedures conflict with or do not apply to the current assessment environment.

Proctor Responsibilities

The main responsibilities of the proctor are as follows:

1. Verify the identity of individuals performing assessments.
2. Verify that Attachment “B” (Employee Acknowledgment and Release) is on file for each individual being qualified.
3. Ensure that personnel performing assessments receive no outside assistance of any kind that would jeopardize the validity of the assessment.
4. Provide appropriate administrative assistance and support to personnel during the assessment process.
5. Ensure that qualification records are properly managed in accordance with client’s procedures.
6. Assessment Security: Ensure that OQSG material is not copied or reproduced in any way

Proctor Recommendations

The following are recommendations that are strongly encouraged by OQSG.

A. Establish Assessment Schedule – In order to minimize the flow of personnel into and out of the assessment location during the assessment process, you should establish an assessment schedule that allows enough time to: 1) verify the identity of each individual, 2) instruct personnel, 3) allow for the assessment and 4) perform post-assessment verification and records management procedures.

B. Clearly Mark Entry and Exit Points - This will allow the proctor to ensure that the assessments are performed in a secure environment.

C. Provide Instructions for Using Assessment Application – In order to help users during the assessment, provide a user reference guide that instructs users on how to use the program.

D. Provide Background Information – Individuals taking these assessments need to know why they are required to take them and the ramifications of a passing and a failing grade. Please review the Proctor Introduction sheet and provide the employees with an explanation of the Operator Qualification rule.