Quick Guide to Conducting RSES EXAMINATIONS

RSES | 1911 Rohwling Road, Suite A | Rolling Meadows, IL 60008-1937 | rses.org

- Exams should be conducted in a quiet, comfortable, and illuminated area.
- Test candidates must use a pencil, and are allowed a pressure/temperature chart, 4-function calculator, and scratch paper.
- The RSES Proctor may not leave test candidates unattended.

BEFORE ADMINISTERING THE EXAM

1. Review the RSES Proctor Instructions. Be sure you have read the proctor manual and reviewed testing procedures.
2. Visibly display the RSES Institute Approval Letter.
3. Verify the test candidates photo ID

DURING THE EXAM

The Proctor must remain with the test candidates the entire length of the exam.

1. Test candidates may not have access to cell phones, tablets, smart watches, or cameras during the testing process.
2. The test candidate is allowed scratch paper, a pressure/temperature chart, and a 4-function calculator.
3. Provide an answer sheet, test booklet, and pencil for each candidate.

AFTER THE EXAM

1. Collect the answer sheet/s and verify that all information has been entered.
2. Collect the exam booklet and return to secure location. (Exam booklets can be reused.)
3. Collect any scratch paper used during exam and shred.
4. Complete a transmittal form.
5. Place completed transmittal form with method of payment and answer sheet in the Return Envelope.
6. Mail for grading.
7. Inform the test candidates to allow 7-10 business days for exams to arrive for grading.