Rhino Certified Academic Proctor (CAP) Application

FOR TEACHERS/INSTRUCTORS ONLY

Academic Certified Proctor Application

Rhino Certified Academic Proctor is a state certified teacher in an educational institution with a valid Rhino 5 Educational Lab License. The CAP will be allowed to administer the **Rhino 5 Proficiency Exams - Academic (Proctored)** to students and certify the results and testing environment for compliance with all testing site requirements and procedures.

To apply to become an Rhino Certified Academic Proctor, please fill out the following application and email or fax to Mary Fugier mary@mcneel.com 206-545-7321.

1. Contact Name (First name, Last name) : _____
   Your proctor name will be printed on all student certificates.

2. Full School Name: _____

3. School Level College/University
   o Technical College
   o Community College
   o High School
   o Middle School

4. Job Title: _____

5. School Address Street: _____

   City, State Zip Code: _____

   Country: _____

6. School email address:
   ("gmail" type accounts not acceptable. This must be your school email address.)
   _____

7. Contact Telephone Number: _____

8. School Website URL: _____

9. Rhino Educational Lab License Key: RH50-_____

Certified Exam Rules

As a Rhino Certified Provider, you must read and agree to the following:

Before the Exam:

- Input Testers names to test.com one week before exam day.
- Email Mary Ann Fugier mary@mcneel.com to confirm test credits.
  (Test Credits are purchased from McNeel at an Educational Cost of 20 exams for $100.)

During the Exam:

- Proctor must be present while students are taking test.
- If proctor needs to leave, he needs to leave another certified teacher in charge.
- Proctor should not be absent from testing environment more than 15 minutes total.
- Each student is required to use the same personal email address for all exams.
- Students must take their own exams. However a proctor can help input answers, if this is an approved accommodation for the student.
- Testing must be completed in 3 hours or 180 minutes.
- Students may have up to 3 breaks can pause and restart exam up to 3 times. (typical break schedule 10 minutes after 60 & 120 minutes of testing.)
- Students should not discuss the exam questions while at break.
- Two (2) no-charge Retakes within one year of test, will be offered to both those that pass and fail. First retake allowed after 2 days wait period. Second retake allowed after 14 days wait period. (This will also give testers who pass and want to improve their scores, a good option.)

Read and Confirm:

- Rhino Certified Academic Proctor monitors the testing environment during exams.
- We have a right to terminate a proctor or delete a certificate due to misuse of the Rhino Certified Academic Proctor program.

_____

Print Name

_____

Signature Name

_____

Date