



## RESNET National Rater Test Proctor Guidelines

### Day of Test

- Examinee must present a copy of RESNET e-mail notification of the test PIN, user ID, Password and a photo ID to be admitted to testing session.
- If examinee does not bring a computer or the computer has the wrong operating system, they will not be able to take the test
- Examinees may not bring in cameras, cell phones, or any other electronic device to the testing session.
- The test is open book but examinees may not use text messaging nor e-mail communications
- There should be no talking at any time. During the testing session, examinees should not leave their seats, but should raise their hands for questions or to relate a problem. Proctors will come to them. Both of these rules are to prevent distracting others in the testing session.
- The test is self timed--2 hours. Once the test begins, examinees may not leave the room until they finish their test and unplug their computer. When finished, examinee should raise hand to call proctor.



- Proctor should assign seating before testing session begins. Remember to allow room for walking between and around tables.
- The proctor must be in the room at all times
- Before beginning the test, go over above rules.

- If there is a system or computer problem please call Randy Martin at: 712-848-3297 or 970.219.2605 (cell).
- Results are posted to the examinee and instructor as soon as test is completed.

Don't forget to "turn on the test" before the testing session.