

Selecting a Proctor

The proctor is any employee of integrity. The proctor cannot be the instructor or anyone with the ability to alter a student's grade. Proctors must be present during all online exams, regardless of whether the person testing is a student or an instructor.

During online testing, proctor duties include:

- Be present for the duration of testing
- Verify each student by checking IDs
- Instruct students to log in at www.nims-skills.org and purchase appropriate exam
- Allow no talking during the exam
- Allow only the following NIMS-approved items:
 - Calculator
 - Pencil and paper
 - Machinery's Handbook or Student's Shop Reference Handbook

Registering a Proctor

Proctors must register before students and/or instructors may take online exams. To do so, the proctor should go to www.nims-skills.org and click **Proctor Registration** on the left. The proctor should then complete the registration form, entering his or her contact information.

The registration form has a space for a **Proctor ID**. This is a user ID of the proctor's choosing. It can be any combination of numbers and/or letters. The proctor will not need to remember this ID as it is used solely by NIMS support for tracking purposes.

IMPORTANT: The registration form has a space for Proctor Code. This is a password of the proctor's choosing, so it can be any combination of numbers and/or letters – whatever the proctor will be able to remember. Proctor codes are to be kept 100% confidential and may not be shared with any other faculty, staff or students.

If your registered proctor is unavailable when a student or instructor is ready to take an online exam, you may select and register another employee as a back-up proctor by simply completing the registration steps listed above.