



Role & Responsibility: Proctors

URL: www.nims-skills.org | PHONE: (703) 352-4971 | EMAIL: support@nims-skills.org

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.

Proctor Responsibilities

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:

1. Go to www.nims-skills.org and click **Proctor Registration** on the left.
2. The proctor should then complete the registration form, entering his or her contact information.
3. 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.
4. **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.
5. Click **submit**. At this time NIMS will be notified of the registration and, when approved, a confirmation will be emailed to the proctor. When the email arrives, the proctor may begin proctoring online testing.

NOTE: 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.