



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 **Log In/Register** on the top left.
2. The proctor should then complete the registration form, entering their contact information.
3. 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.

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