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:
  o Calculator
  o Pencil and paper
  o 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.

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