Policies and Procedures for Proctoring High School of Business™ Exams

Acknowledgement
High School of Business™ (HSB) teachers and proctors acknowledge that HSB exams are proprietary and have substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of exam questions or in a perceived breach of security that would diminish the overall value of the exams, High School of Business™ completion certificates, or MBAResearch and Curriculum Center.

Proctor Selection Criteria
- Minimum of 18 years old on the day of testing.
- Not a teacher within the department sponsoring the exam.
- Not a student within the sponsoring department at any time during the current academic year.
- Not a current examinee.
- Physically capable of observing activities throughout the testing site.
- Able to be present during the entire testing period and willing to actively supervise the exam process throughout the entire time.
- Willing to enforce all policies and procedures for testing.
- Willing to document his or her role as a proctor by submitting the Exam Certification Form within one hour of the completion of the exam period.

Guidelines for Proctoring High School of Business™ Exams*
High School of Business™ exam proctors are expected to maintain a professional decorum typical of all high-stakes testing environments throughout the entire testing process (e.g., quiet room, no communication of any kind among examinees). Proctors may utilize their own professional judgment to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process.

If the proctor observes a student being dishonest during the testing period (sharing answers with another student, using written materials to search for answers, copying questions, etc.) the proctor is responsible for notifying the teacher and MBAResearch regarding the infraction.

*Pre-Tests do not require proctors or exam certification and can be administered by the HSB teacher.

Examinees are not allowed:
- References or resources of any kind.
- Use of other computer programs while logged in to WebXam.
- Communication with other students or the High School of Business™ teacher.
- To record in any manner any element of the exam.

Proctor Registration and Exam Certification Forms
1. HSB Teachers submit the online Proctor Registration Form (link to form) to MBAResearch not fewer than 5 days in advance of the test date.
2. Proctors submit the Exam Certification form (link to form) to MBAResearch within one hour of the completion of the exam period.
Proctor Registration Form

Instructions:
1. Prior to selecting a proctor(s) for your exams, please read carefully the section titled Policies and Procedures for Proctoring High School of Business™ Exams.

2. A single lead proctor may oversee testing for a maximum of 30 examinees. If your site will test more than 30 at any single point in time, an appropriate number of assistant proctors must be used. At exam completion, the proctor must submit the Exam Certification Form.

3. Complete and submit the Proctor Registration Form 5-10 days before testing.

Name of Lead Proctor – PLEASE PRINT

Last Name __________________________________________________________________________
First Name M.I.

Name of Testing Site – PLEASE PRINT

____________________________________________________________________________________
School/Institution Name City State Exam Date

Email address of Lead Proctor:

____________________________________________________________________________________
Proctor E-Mail Address

Occupation or nature of relationship of proctor to High School of Business™ teacher

Name of HSB Teacher and HSB Course Title – PLEASE PRINT

____________________________________________________________________________________
Teacher Name HSB Course Title

With my signature below, I certify that the lead proctor scheduled for the above exam date(s) meets all criteria set forth in High School of Business™ policies and that said proctor has agreed to supervise testing on this date(s) and to abide by all High School of Business™ examination policies.

____________________________________________________________________________________
Signature of High School of Business™ Teacher Date

High School of Business™ exams are administered by
MBAResearch and Curriculum Center
1375 King Avenue, PO Box 12279
Columbus, OH 43212
PH: 800-448-0398, FAX: 614-486-1819
www.MBAResearch.org
Exam Certification Form

Thank you for assisting with this High School of Business™ exam. This form is to be completed only by the individual responsible for proctoring High School of Business™ exam(s).

Instructions:
1. Complete this form immediately after all examinees have finished the test.
2. Submit the form to MBAResearch and Curriculum Center within one hour of exam completion.

Name of Lead Proctor – PLEASE PRINT

__________________________________________________________________________

Last Name                  First Name                  M.I.                  

(_______)     -     -     
Business or Preferred Telephone Number

E-Mail Address

Name of Assistant Proctor (if used) – PLEASE PRINT

__________________________________________________________________________

Last Name                  First Name                  M.I.                  

School Name and Exam Information – PLEASE PRINT

__________________________________________________________________________

School Name                  City                   State                   Date of Exam        Start Time        End Time

Name of HSB Course and HSB Teacher – PLEASE PRINT

__________________________________________________________________________

HSB Course Name                  HSB Teacher Name

With my signature below, I certify that I have read the Policies and Procedures for Proctoring High School of Business™ Exams and that I meet all criteria to serve as a proctor. All exams under my supervision on this date were administered in accordance with the testing procedures required by High School of Business™.

_____________________                  DATE                  ______________________                  DATE
Signature of LEAD Proctor                  Signature of Assistant Proctor

TWO signatures and date are required.

PRINT Name of Witness (if other than Assistant Proctor)