

JPO/JSO Certification Exam Proctor Process

By being selected to become a JPO/JSO Certification Exam Proctor, your department or facility is delegating to you the important responsibility to administer and maintain the integrity of the JPO/JSO Certification Exam. Your signature on the Proctor Agreement indicates your full understanding and acknowledgement of the role and responsibilities connected to serving as a Proctor. If you are interested in becoming a proctor, you should complete the Proctor Agreement found on [TJJD's Training homepage](#).

Departments or facilities only have to have a proctor if they are going to administer the exam locally. As a proctor, you will be required to sign and abide by a Proctor Agreement. Once the Proctor Agreement is returned to TJJD, additional information regarding the roles of a Proctor will be made available to you.

Quick Reference Guide

This infographic is intended to be a quick reference guide for proctors and test takers of the JPO Certification Exam. The process illustrated here are the steps that must be completed to successfully navigate the JPO certification exam registration and exam day process. This graphic is only intended to be a quick reference and any questions beyond the scope of this illustration should be directed to TJJD's Juvenile Justice Training Academy at 512.490.7913 or exam@tjjd.texas.gov.



1

DATE OF HIRE OR BEFORE

- Set dates for training.
- Determine potential exam dates.



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PREPARATION FOR EXAM

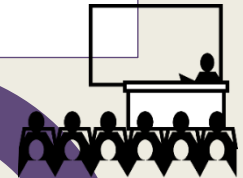
If you have not yet been designated and approved as a proctor by TJJD, complete the Proctor Agreement and send it to exam@tjjd.texas.gov.



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CLASSROOM TRAINING

- Best practice is to take the exam immediately following mandatory topic training.
- Ensure individuals take the exam in a quiet and secure environment.



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EXAM RESULTS

At the completion of the exam the results will be shown immediately on the screen. A passing score is **70% or higher** is required. The proctor should take a screen shot or print the exam results for department records.



Individuals will have **three attempts** to pass the exam. An individual who has not passed the exam after three attempts may not take the exam again until **180 days** have lapsed and has repeated the **training topics** required in §344.620(a)(1) or (2) after the date the individual last took the exam.

NON-COMPLIANCE WITH ESTABLISHED RULES

Proctor: Cannot disclose the exam materials; share exam link; and share, print, copy or reproduce content by any means. Must keep the employee in visual proximity during exam.
Employee: If an individual is dismissed from the exam for cheating, the individual is no longer eligible for certification.

INSTRUCTIONS FOR THE EXAM

- Certification Exam Agreement -- reads the rules and agrees to the terms to begin.
- Use Proctor Script.
- No assistance or sharing information.
- Must be the person.
- No books, notes or handheld devices.
- Running out of time is not an automatic a failure.

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EXAM PREPARATION

- Prepare utilizing TJJD's mandatory topic curriculum.
- Technical trouble questions can be sent to: exam@tjjd.texas.gov.