



Certification Exam for Juvenile Probation or Juvenile Supervision Officers

PROCTOR AGREEMENT

Thank you for your commitment to serve as a proctor for the Juvenile Probation or Juvenile Supervision Officer Certification Exam. Please read the following expectations and information about being a proctor. You will play an integral role in the success of administering the exam statewide.

Before you may serve as a proctor, you must read and acknowledge your understanding of and agreement to the following:

1. I will be given links to the exam that may be shared only with individuals who are taking the exam for purposes of seeking certification. This site may be accessed only by proctors and individuals taking the exam who have been approved and designated by the Texas Juvenile Justice Department (TJJD).
2. I will have access to the online Juvenile Probation or Juvenile Supervision Officer Certification Exam. I will not disclose the exam materials or any part of the exam to anyone. The exam is for me to take so I am able to learn the format of the exam questions and become knowledgeable about the workings of the test platform (see **Nondisclosure Statement** below).
3. I will not share, copy, print, or reproduce content contained in the exam. This includes the exam itself and the subject matter, substance, and wording of any exam question or any answer.
4. I will advise exam takers that they are prohibited from sharing, copying, printing, or reproducing content contained in the exam. This includes the exam itself and the subject matter, substance, and wording of any exam question or any answer.
5. The information I receive from TJJD in my role as a proctor may not be shared with others unless I am instructed otherwise.
6. I must remain in the same room as the exam taker during the entire exam period. I will personally administer and supervise the exam and will keep all exam takers in my line of sight at all times.
7. I will ensure that each individual takes the exam without access to any books, notes, or electronic devices.
8. I will ensure that the exam is administered in a quiet and secure environment and that all testing instructions are followed.
9. I will ensure that the person taking the exam is the correct person. At no time shall a person take an exam on behalf of another person.

10. I will view the exam score when the individual has completed the exam. Individual scores may be shared with other individuals as my employer's internal policy allows. However, individual scores may not be shared with other exam takers or, unless specifically allowed by internal policy, any other juvenile probation or juvenile supervision officers.
11. I will intervene if I suspect that an individual is cheating during the exam.
12. I will notify TJJD immediately if a person is dismissed from the exam for cheating. I will advise the exam taker that he or she is no longer eligible to take the exam and is not eligible for certification.
13. As soon as the exam period has ended, I will notify TJJD of any exam violations that occurred, including my failure to maintain all exam takers in my line of sight, sharing of exam information between exam takers, and other forms of cheating.
14. I will notify TJJD's Juvenile Justice Training Academy if there is a problem in taking the exam on the computer (e.g., computer malfunction, loss of internet connection) that prevents an individual from completing the exam.
15. I will provide information about the exam accommodations application and guidelines to any individual who will seek an ADA accommodation to take the exam. All applications should be submitted by the individual at least two weeks prior to taking the exam.

Nondisclosure Statement: I attest that I have no conflict of interest with regard to proctoring the Juvenile Probation or Juvenile Supervision Officer Certification Exam. I will maintain the confidentiality of the exam's content. I understand that if I violate this agreement, I may be liable for damages and subject to other legal and administrative sanctions for any such breach. I have read, understood, and agree to the terms of this agreement.

If you have questions regarding the expectations set forth in this agreement, please contact TJJD's Juvenile Justice Training Academy at 512.490.7913.

My signature below acknowledges that I have read, understand, and agree to the terms above.

Signature _____

Printed Name _____ Date _____

Department/Facility _____

Phone Number _____ Email _____

Printed Name and Title of Authorizing Supervisor _____