



Juvenile Justice Training Academy  
Juvenile Probation Officer Certification Exam  
**PROCTOR AGREEMENT FORM**

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

1. I will be given a temporary password to login to the Correctional Management Institute of Texas (CMIT) learning management system, *Blackboard*. I am required to change my password after logging in for the first time with the temporary password.
2. I may not share my login credentials with other individuals. This is a protected site and may be accessed only by proctors who have been designated by the Texas Juvenile Justice Department.
3. I will have access to the online Juvenile Probation Officer Certification Exam. I agree that I will not disclose the exam materials or any part of the exam to anyone. The exam is for me to take and learn the format of the exam questions and also become knowledgeable about the workings of the *Blackboard* system (see **Nondisclosure Statement** below).
4. I will not share, copy, print or reproduce content contained in the exam in whole or in part by hand, verbally or with the use of any electronic or other type of device. This includes the exam itself and the subject matter, substance, and wording of any exam question or any answer.
5. I will advise exam takers that they must not share, copy, print or reproduce content contained in the exam in whole or in part by hand, verbally or with the use of any electronic or other type of device. This includes the exam itself and the subject matter, substance, and wording of any exam question or any answer.
6. All information shared or obtained on CMIT's proctor website is for the use of the proctor only.
7. I will receive the username and passwords for all exam takers within my department. These should be administered only at the time of the exam. I will not issue usernames or passwords any time prior to the time of the exam.
8. I will remain in visual proximity to all exam takers during the entire examination period. All exams must be taken with me present and I will personally administer and supervise the exam.
9. I will ensure that the employee takes the exam without access to any books, notes, or electronic devices.
10. I will ensure that the exam is administered in a quiet and secure environment and that all testing instructions are followed.

11. 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 without written consent by the Texas Juvenile Justice Department.
12. I will receive copies of the exam scores from CMIT or TJJD. These should be shared only with the individual exam taker. Individual scores may be shared with other individuals as internal policy allows, but individual scores should not be shared with other exam takers and/or other juvenile probation officers.
13. I will intervene if I suspect or see evidence that the employee is cheating during the exam.
14. 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.
15. I will notify TJJD immediately of any exam violations that may have occurred during the examination. Examples may include having to leave the visual proximity of the exam takers, sharing a username or password with another person (either intentional or accidental), sharing test information between individuals, etc.
16. I will notify TJJD's Juvenile Justice Training Academy and CJ Online at CMIT ([cjonline@SHSU.EDU](mailto:cjonline@SHSU.EDU)) if there is a problem in taking the exam on the computer (e.g., computer malfunction, loss of internet connection, etc.) that prevents an employee from completing the exam.
17. I will provide information on 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 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 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 the TJJD's Juvenile Justice Training Academy at 512.490.7913.

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Printed Name, Proctor

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Signature

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Date