**Quick Reference Guide**

**Texas Juvenile Justice Department I Juvenile Justice Training Academy**

**JPO/JSO Certification Exam Proctor Process**

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/JSO 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 exam@tjjd.texas.gov.

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 Document Library.](https://www.tjjd.texas.gov/index.php/doc-library/category/156-juvenile-justice-training-academy)

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.

**EXAM PREPARATION**

* Prepare utilizing TJJD’s mandatory topic curriculum.
* Technical trouble questions can be sent to: John Kinsey at john.kinsey@tjjd.texas.gov .

**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.

**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.

**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.

**DATE OF HIRE OR BEFORE**

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

**PREPARATION FOR EXAM**

In you have not yet been designated and approved as a proctor by TJJD, complete the Proctor Agreement and send it to John Kinsey at john.kinsey@tjjd.texas.gov

**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.

**Blackboard Exam currently is available between 8:00 am – 3:30 pm M-F**

**MANDATORY TOPICS**

**# of Questions**

**20 for everyone**

**40 random**

**Use of TJJD material required by TAC**

**60 minutes to take the Exam**