

ATI PROCTOR OATH

As an ATI Testing (ATI) exam proctor, I will adhere to, abide by, and agree to the following obligations and responsibilities:

- I have read the applicable Proctor Process Guide (PPG) and will adhere to their rules and procedures at all times during the testing period, to ensure the security of ATI assessments and the testing environment.
- I will directly observe examinees at all times during the testing period and will not engage in any kind of remote proctoring without express consent from ATI.
- Before administering any exams, I will verify, via photo ID, the identity of all examinees with ID.
- I will read aloud any rules and regulations from the PPGs to the examinees prior to the beginning of the exam. I will not answer any content questions before, during, or after the exam.
- I will prohibit the use of cell phones or any other electronics at any time during the assessment.
- I will inform the examinees – prior to the start of the examination – that they will not be allowed to leave the testing room. If examinee needs to use the restroom before a scheduled break or before completing a section (if applicable), I will not permit examinee to make up missed time.
- I will not tolerate cheating of any form, as defined in the PPGs. Cheating includes, but is not limited to, any examinee who (i) consults textbooks or notes, (ii) uses a cell phone or other electronic device during the assessment, (iii) discusses, reviews, or shares any items on the assessment or any answers to any items on the assessment with anyone else during or after the exam, (iv) accesses the internet during any exam, or (v) talks to other examinees during the exam. If I become aware of cheating, I will follow the processes as described in the PPGs.
- I will treat all information related to the ATI exam, examinees, and all other related matters, documents, and communications, including but not limited to those listed above, as ATI's sole confidential property and will take all necessary steps to ensure confidentiality and will return all such information in my possession or control at the completion of my obligations, or upon ATI's request, whichever is earlier.
- I will – upon discovery of any suspected unauthorized use or disclosure of confidential information or material – promptly inform ATI in writing and will cooperate in every reasonable way to assist ATI to regain possession of the information and/or materials and prevent further unauthorized use or disclosure.

IN ADDITION TO THE ABOVE, I will adhere to, abide by, and agree to the following additional statements when proctoring a paper/pencil assessment:

- I will ensure that each assessment is wafer sealed while distributing assessment booklets and that all assessment materials are kept in a secure place until the scheduled assessment date and time, and after the exam, until they are returned to ATI.
- I will maintain a strictly enforced time period for the examination.
- I will ensure that the examinees are adequately spaced to prevent visual access to other participants' answer sheets and will maintain seating order throughout the assessment period.
- I will ensure that the examinees use a #2 pencil if a paper/pencil assessment is being administered.
- I will distribute the exams face down until I officially start the examination and ensure that the examinees do not break the seal on their booklets until instructed to do so by me.
- I will ensure that the examinees use the answer sheet contained within their booklet to provide answers to the exam. I will convey to the examinees that assessment answers provided on any other form will not be scored by ATI.
- If applicable, prior to the beginning of the assessment, I will provide a breakdown of the allotted time to the examinees (start time, midpoint, 15-minute warning, and end time) and will strictly abide by such time periods if the assessment allows.

- At the end of the assessment period for paper/pencil exams, I will instruct all examinees to immediately put their pencils down, and I will promptly collect all exams, answer sheets, and scratch paper without exception. At the end of the assessment period for online assessments, I will instruct all examinees to stop submission of answers and close assessment by selecting **OK** to end assessment.
- I will return all used and unused assessment material to ATI via overnight courier service, such as UPS, Federal Express or other overnight courier services that are traceable. This includes all paper/pencil assessments, all answer sheets, and the Assessment Information Sheet. Before the examinees are dismissed, I will ensure that I have collected all from each examinee and I will not dismiss the examinees until I am certain that I have thoroughly collected all such materials and that none are missing.

A Proctor's responsibility is to ensure the security of the ATI assessment and the testing environment. All assessment questions, answer sheets, and all related materials are the copyrighted property of Assessment Technologies Institute®, LLC. Removing or attempting to remove questions or other assessment material from the test site is strictly prohibited. It is violation of federal copyright law to copy, reproduce, record, distribute, or disclose these assessment questions by any means, in whole or in part. A violation of this type can result in civil and criminal penalties and ATI will actively pursue such prosecution to protect the integrity of ATI assessment materials.

I have read the above statements and represent that – by providing my electronic signature – I am indicating that I understand, agree with, and accept all of the terms in this ATI Proctor Oath. I understand that in the event I do not abide by these requirements, I may be prohibited – in ATI's sole discretion – from proctoring future ATI exams and may jeopardize the school's approval status as a testing site and/or subject myself or the school to action by ATI.

Date

Printed Name

Institution Name

Signature