**NCLC EXAMS - Proctor Instructions
www.LaserCertification.org**

Your proctor packet contains sealed envelopes for all of the individual exams to provide to examinees. Also in this packet is a Confidentiality statement for each examinee. Have them read, sign and return this statement to you ***prior*** to you distributing an exam to them. (or if an online exam, before providing them with username and password)

Their sealed exam packet will contain the exam, a blank answer key, written instructions, a blank sheet of paper for notes, a proctor evaluation form, and another return envelope to put this all in when finished. ALL of these, including the blank notes sheet, are to be returned by them in the sealed envelope (or collected and destroyed for online exams). Otherwise their exam might be invalidated. Please monitor the time to stay within the allowed time for that particular exam. (4hrs Repair, 3hrs MLSO, 3 hrs Hair Removal, 3.5 hrs Aesthetic)

**As guidance to the proctor, you should read the following rules to examinees just prior to test taking
THIS IS FOR ADMINISTERING THE WRITTEN PAPER VERSION OF THE TEST**

* This is a closed book exam. Desks must be cleared, and no reference materials used. Exceptions would be a translation dictionary if English is not your primary language.
* There should be no talking during the exam except for questions to the proctor.
* The proctor may answer questions about typographical errors or syntax in questions, but not about clarification of the question itself. (Exceptions for when English is not the primary language)
* Please place all cell phones on silent, and no phone calls taken, nor texting done during the exam.
* You may take bathroom or stretch breaks as needed, as indicated by your proctor.
* All exam materials are to remain in the room. Any attempted copying or photographing of testing materials will result in immediate expulsion from testing, and result in ineligibility for any future exams.
* Once we start the exam and open the envelopes, you'll have \_\_\_\_\_ hours to complete the exam ((varies according to which exam – provided by the proctor).
* Your proctor will first give you a confidentiality statement to sign and return to them. They will then give you the exam envelope.
* When you open the exam write your name and date on the top right of the answer sheet. DO NOT write anything on the exam booklet, including your name. Once finished, place your exam booklet, answer sheet, any notes, and application form (if not completed previously) in the envelope with the exam.
* Once the exam is started, you are free to make notes on a blank sheet of paper or the exam envelope for reference during the exam, but these are not to be copied from any source other than your memory and must be returned in the sealed envelope.
* Please use the #2 pencil provided to mark your answer sheet - completely fill in the circle, do not just make a mark in it. If you change answers, please clearly erase your initial mark, and ensure that your final answer is clear to the grader.
* Please ensure prior to the exam that you have no conflict of interest with either the proctor or organization administering the exam, including family, faculty, employees etc. Taking an exam under such conflict of interest may void the current examination and make the applicant ineligible for any future NCLC Laser Certifications and may revoke the proctor's ability to administer future exams.

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**As guidance to the proctor, you should read the following rules to examinees just prior to test taking:**

**THIS IS FOR ADMINISTERING THE ONLINE VERSION OF THE TEST**

* This is a closed book exam. Desks must be cleared, and no reference materials used. Exceptions would be a translation dictionary if English is not your primary language.
* There should be no talking during the exam, except for questions to the proctor.
* The proctor may answer questions about typographical errors or syntax in questions, but not about clarification of the question itself. (Exceptions for when English is not the primary language)
* Please place all cell phones on silent, and no phone calls taken, nor texting done during the exam.
* You may take bathroom or stretch breaks as needed, as indicated by your proctor.
* All exam materials are to remain in the room. Any attempted copying or photographing of testing materials will result in immediate expulsion from testing, and result in ineligibility for any future exams.
* The proctor will provide to each examinee an electronic device such as a tablet or laptop computer that has been dedicated solely for testing and no other use. You must use only these dedicated devices.
* All examinees will have their backs turned toward the proctor so that the proctor may monitor the screens on your device. Leaving the testing pages to open any other page in your browser, or using any other program on the device, will result in immediate termination of the testing and failure of the exam.
* Your proctor will first give you a confidentiality statement to sign and return to them. They will then provide you with your username and password to start the online exam.
* Once we start the exam by passing out usernames and passwords, you'll have \_\_\_\_\_ hours to complete the exam (varies according to which exam – provided by the proctor).
* When you start your electronic device you’ll open your browser and go to the testing page at <https://lasertraining.learn.trakstar.com> . You’ll enter your assigned username and password to begin the test.
* Answer each question with slow deliberate “clicks” on your choice, then click on the “submit” button. You’ll see whether your choice is correct or not. You cannot change an answer once submitted. Then use the arrow at the bottom right to advance to the next question. Do not double click or click too quickly because you may skip a question.
* Ensure that you advance through ALL the slides on the test. You’ll see your final score at the end but keep advancing until it takes you out of the program. If it does NOT take you out, then you skipped a question so you should go back to review each question and find the one(s) you missed. If you do not advance all the way through, then your score will not be reported, and the testing is invalid.
* Once the exam is started, you are free to make notes on a blank sheet of paper for reference during the exam, but these are not to be copied from any source other than your memory and must be returned to the proctor. They are not to be removed from the room.
* You will see your score toward the end of the program. A 70% or higher is required to pass. You may NOT take a photograph of the screen with your score. The NCLC will receive the scores immediately and then send you an email notification of your status within about 1 week, and any next steps in obtaining your Certification Certificate.
* When you have finished the exam, you need to show your proctor either of the two ending screens. The first is the “You Have Finished” slide that shows your recorded score. If you click next it takes you back to the test dashboard where it shows that you have “completed” rather than “in progress”. The proctor may view either of these screens to determine that your score has been recorded.
* Once you finish the exam you will no longer have access with your username and password to access it again.
* Please ensure prior to the exam that you have no conflict of interest with either the proctor or organization administering the exam, including family, faculty, employees etc.. Taking an exam under such conflict of interest may void the current examination and make the applicant ineligible for any future NCLC Laser Certifications and may revoke the proctor's ability to administer future exams.

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