**NATIONAL COUNCIL ON LASER CERTIFICATION, inc**

**Certification Examination Distribution Procedure and Labeling Policy**

v180706

Policy and specific wording on examination envelopes to ensure security and confidentiality of examinations. Aside from examinations administered through ETA International, examinations sent to or with other NCLC affiliated proctors will be sent and processed in the following manner to ensure exam security:

1. Examination packages will be sent to the authorized proctor (when shipping is required) together in one shipping package using a courier service such as Fedx, UPS, DHL, or USPS where a signature is required and the mailing is traceable. These are sent upon order by the proctor for eligible applicants. The order is placed via an online order form for proctors on the <https://lasercertification.org> website, and payment information must be included. Orders must be placed only by authorized proctors.

2. Each individual examination package will be sealed in an outer envelope that has the NCLC logo, specific examination name, the name of the intended applicant, and a printed outside label with instructions to the applicant as listed below. Within this sealed envelope will be 1) another return envelope for the completed exam and materials, 2) the exam booklet itself, 3) a blank answer sheet (bubble sheet), 4) a blank sheet of paper for notes, 5) a proctor evaluation and report, and 6) printed instructions to the applicant. Both the outer envelope and inner return envelope will be sealable and of such construction that opening of the envelope is destructive and they cannot be resealed as an original envelope would be.

3. The outside instruction label attached to the outer envelope will read:

"ATTENTION EXAMINEE" - This envelope should be sealed and show no signs of having been opened or tampered with. If it appears to have been tampered with then you are to report this to your exam proctor immediately. You should additionally hand write in a blank space on your enclosed answer sheet that the envelope appears to have been tampered with or opened. Enclosed you will find;   
1. the exam booklet, 2. a blank answer sheet, 3. a blank sheet of paper for notes, 4. Instructions (read first), 5. proctor evaluation, and 6. another return envelope. You MUST return all seven of these items in this return envelope (including #3 notes or blank paper) or your exam may be invalidated. If you have a separate NCLC exam application that you completed on-site just prior to testing, then that should be enclosed as well. No materials from this examination package are to be discarded nor retained by you. Ensure that the return envelope is securely sealed after your items are placed inside, and then return to your proctor.

4. The return envelope should have an outside label where the examinee may write in their name and date on the outside of the sealed envelope. No address label is required as the proctor will send the group examinations back as one package using a courier as described above.

5. The instruction sheet placed inside for the examinees should be read first by them prior to starting the exam.