

Academic Rhino Proctor (ARP) Application

FOR TEACHERS/INSTRUCTORS ONLY

Academic Certified Proctor Application

An **Academic Rhino Proctor** is a state certified teacher in an educational institution with a valid institutional email and Rhino 5 Educational Lab License. The ARP will be allowed to administer the **Rhino 5 Certification Exams - Academic (Proctored)** to students, certify the results, and verify the testing environment for compliance with all testing site requirements and procedures.

To apply to become an **Academic Rhino Proctor**, please fill out the following application and email or fax it to Mary Ann Fugier, mary@mcneel.com, 206-545-7321 (fax).

1. Contact Name (First name, Last name) : _____
Your name will be printed on the student certificates whose tests you certify.

2. Full School Name: _____

3. School Level College/University
 - Technical College
 - Community College
 - High School
 - Middle School

4. Job Title: _____

5. School Address Street: _____

City, State Zip Code: _____

Country: _____

6. School email address:
("gmail" type accounts not acceptable. This must be your school email address.)

7. Contact Telephone Number: _____

8. School Website URL: _____

9. Rhino Educational Lab License Key: RH50-_____

Certified Exam Rules

As an **Academic Rhino Proctor**, you must read and agree to the following:

Before the Exam:

- Input Testers names to test.com one week before exam day.
- Assign tester to “**Academic**” **User Group** and your email as **Manager**.
- Email Mary Ann Fugier, mary@mcneel.com, to confirm test credits and purchase additional tests, if required.
(Test Packs are purchased from McNeel. Test Credits do not expire and roll over to next year.)

During the Exam:

- Proctor must be present while students are taking test.
- If Proctor needs to leave testing room, he needs to leave another certified teacher in charge.
- Each student is required to use the same school email address for all exams.
- Student must take his own exams. However a Proctor can help input students answers, if this is an approved accommodation for the student.
- Exam must be completed in 3 hours or 180 minutes total.
- Exam consists of 3 one-hour tests.
- Students should not discuss the exam questions while at break.
- Test includes two (2) no-charge retakes good for one year from first testing date. (Testers who pass or fail can retake to improve their scores.)

Read and Confirm:

- **Academic Rhino Proctor** monitors the testing environment during exams.
- We have a right to terminate a proctor or delete certifications due to misuse of the **Academic Rhino Proctor** program.
- Most of all, thank you for supporting the Rhino Certified Testing Program.

Print Name

Signature Name

Date