Security Evaluation Self-Report (rev 08/13)

Name of person completing the self-report   Date _____

Phone Number   Reporting Period: **7/1/12 - 6/30/13**

Total Number of Proctors/Test Administrators   Total Number of Tests Administered

Total Number of Test Sites

Directions: Please provide baseline data for the period listed above. Use estimates where exact figures are missing, but indicate this with EST. **Complete and return by September 1, 2013.**

1. What percentage of your new proctors/test administrators received initial training upon hire?

2. What percentage of your proctors/test administrators have completed retraining within the past 3 years?

3. How many proctor/test administrator violations were documented?

4. How many disciplinary actions did you undertake?

5. What were the most frequent reasons for violations and disciplinary actions?

Violations	Disciplinary Actions
1	1
2	2
3	3
4	4
5	5

6. How many revocationsof proctor/test administrators' testing privileges occurred?

7. What were the most frequent reasons for revocations?

Revocation reasons?

1
2
3
4
5

8. How many exam booklets were lost?

9. How many completed answer sheets were lost?

[ ]

10. What were the most frequent reasons for lost exams/answer sheets?
Lost reasons?

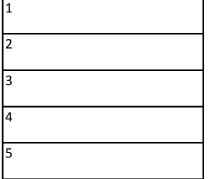| |
|---|
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |

11. How many site irregularities (unsecured, inadequate size, poor environment, etc.) were identified by location checklists?

[ ]

12. How many test site irregularities occurred in each type of center?
Onsite? [ ]
Online? [ ]
Test Center? [ ]
Other? [ ]

13. What were the most frequent reasons for test site irregularities?
Irregularity reasons?

1
2
3
4
5

14. How many test administration irregularities (cheating, protocol breaches, etc.) occurred?

[ ]

15. What were the most frequent reasons for test administration irregularities?
Irregularity reasons?

1
2
3
4
5

16. How many versions of the exam were used at any one test administration?

[ ]

17. How many times did you revise the exam form?

[ ]

18. Did you have a documented management quality assurance system in place?

Yes [ ]

No [ ]   *[If No, skip items 19-21]*

19. What were the major components of your management QA system?

QA System Components?

1	
2	
3	
4	
5	

20. How many breaches of your QA system occurred?

[ ]

21. What were the most frequent reasons for QA system breaches?
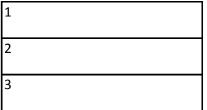
Breach reasons?

1	
2	
3	
4	
5	

22. What types of data forensics did you employ?

Data forensic types?

1	
2	
3	
4	
5	

23. How many documented cases of cheating did you have?

[ ]

24. What corrective actions did you take to combat cheating?

Corrective actions?

1	
2	
3	

4
5

25. What additional relevant information, if any, do you wish to share?