

Academic Rhino Proctor (ARP) Application

FOR TEACHERS/INSTRUCTORS ONLY - Fill out this online form instead. Or download.

Academic Certified Proctor Application

An **Academic Rhino Proctor** is a state certified teacher in an educational institution with a valid institutional email and Rhino Educational (30 seat) Lab License. The ARP will be allowed to administer the **RhinoCertification Exams - Academic (Proctored)** to students, certify the results, and verify the testing environment for compliance with all testing site requirements and procedures.

Use the online form (above) or you can download this PDF form, fill out, save and email to Mary Ann Fugier, mary@mcneel.com.

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. Email Lab key registered to: _____

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.
(30 Student Test Packs are purchased from McNeel. Test Credits do not expire and roll over to nextyear.)

During the Exam:

- Proctor can require students take test in classroom or allow the test to be taken tests to be taken remote.
- 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.
- Most of all, thank you for supporting the Rhino Certified Testing Program.

Print Name

Signature Name

Date