

## EXAM SITE ANNUAL SECURITY SELF-AUDIT FORM

Commission Rule §219 and Exam Proctor Agreement

**This form is used to conduct an annual internal security audit of the electronic testing system for each TCOLE approved exam site. The self-audit is to be conducted during August and the report submitted on or before September 1 of each calendar year. This form must be reviewed and approved by the Exam Site Administrator before submitting to TCOLE. The form is to be emailed as a PDF to [contracts@tcole.texas.gov](mailto:contracts@tcole.texas.gov).**

Exam Site Provider Name		Exam Site Provider Number	Exam Site Provider Type	
Physical Address (If more than one site, complete separate form for each site.)		City	State	Zip
Exam Site Administrator Name (First / Last)		Email	Phone (Office)	Phone (Cell)
Designated Lead Proctor Name (First / Last)		Email	Phone (Office)	Phone (Cell)
Self-Audit Conducted By: (Name First / Last)		Title	Self-Audit Date	

**Complete the report below.** Use the notes section to explain any “No” answers, or where additional details are necessary.

- Yes  No 1. **Does the exam site have a controlled entrance and exit at all times, including during testing?**
- Yes  No 2. **Is the exam site properly lighted, well-ventilated and climate controlled?**
- Yes  No 3. **Are the computers secured within a locked room/facility when not in use for testing?**
- Yes  No 4. **Are the computer monitors in the examination room properly positioned or oriented to limit persons other than the examinee and the proctor to see the screen?**
- Yes  No 5. **Are computers restricted from browsing the internet or accessing other websites during testing?**
- Yes  No 6. **Does the proctor set and approve the date and time of examination access?**
- Yes  No 7. **Does the proctor confirm each examinee’s government-issued photo identification and test eligibility prior to testing?**
- Yes  No 8. **Are all examinees required to remove all mobile or electronic devices, including mobile phones, smart watches, fitness bands, earpieces, or any device or wearable technology that has recording, internet, or communication capability, prior to entry into the testing area?**
- Yes  No 9. **Is the examinee provided their test results upon completion of the exam?**
- Yes  No 10. **Does the proctor fully review the testing process as outlined in the Proctor Manual with the examinee prior to beginning exam?**
- Yes  No 11. **Does the proctor provide optional access to the 15-question demonstration exam?**
- Yes  No 12. **Are all examinees provided an opportunity to visit the restroom prior to the start of the exam?**
- Yes  No 13. **Are examinees required to remain in the room throughout the entire testing process, except to use the restroom?**
- Yes  No 14. **Are all examinees visually observed by the test proctor throughout the entire testing process?**
- Yes  No 15. **Are proctors restricted from assisting the examinee with any of the test questions?**
- Yes  No 16. **Have all proctors read the TCOLE Proctor Manual and completed all required documentation with TCOLE?**

Please explain how any “No” answers above will be corrected and the due date of the correction/Additional Notes/Comments/Details (You may use an extra sheet if more room is needed)

As the person submitting this document, I am certifying, subject to criminal penalty, that the contents of this official government document are true and correct, and that this self-audit has been approved and reviewed by the Exam Site Administrator.

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date