

TESTING CENTER ANNUAL SECURITY SELF-ASSESSMENT

Commission Rule 219 and Test Center Contract Agreement

This form is used to conduct an annual security and compliance self-assessment for each TCOLE-approved test center site. The self-assessment is to be conducted during August of each year and the report submitted on or before September 1 of each year. The form is to be emailed as a PDF to contracts@tcole.texas.gov. Please Print Legibly.

Testing Center Provider Name		Testing Center Provider Number		<input type="checkbox"/> LE Agency (Open) <input type="checkbox"/> College <input type="checkbox"/> COG <input type="checkbox"/> LE Agency (Internal Only) <input type="checkbox"/> Private Company	
Physical Address (If more than one site, complete separate form for each site.)		City		State	Zip
Test Center Administrator Name (First / Last)		Email		Phone (Office)	Phone (Cell)
Designated Lead Proctor Name (First / Last)		Email		Phone (Office)	Phone (Cell)
Assessment Conducted By: (Name First / Last)		Title		Assessment 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 testing center have a controlled entrance and exit at all times, including during testing?
- Yes No 2. Is the testing center 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 properly screened to limit persons other than the examinee and the proctor to be able to observe the screen?
- Yes No 5. Are the computers limited to testing use only? **(If no, explain below how access to TCLEDDS is protected.)**
- Yes No 6. Are computers restricted from accessing the internet during testing? **(Specify details in notes below.)**
- Yes No 7. Does the exam administrator set and approve the date and time of examination access?
- Yes No 8. Does the test center confirm each examinee's photo identification and test eligibility prior to testing?
- Yes No 9. Are all examinees required to remove all electronic equipment, including cell phones, internet-access watches, cameras, note pads and any other printed material prior to entry into the testing area?
- Yes No 10. Does each examinee receive a printed copy of their test results upon completion of the exam process?
- Yes No 11. Does the proctor fully review the testing process with the examinee prior to beginning exam, including the option to take a 15-question demo test and providing a copy of the testing rules and guidelines?
- 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?
- 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 exam manual and completed all required documentation with TCOLE and PCI? **(Include a list of all proctors and their contact information below.)**

Additional Note/Comments/Details

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.

 Printed Name

 Signature

____/____/____
 Date