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 chris.varady@tcole.texas.gov. Please Print Legibly.

<table>
<thead>
<tr>
<th>Testing Center Provider Name</th>
<th>Testing Center Provider Number</th>
<th>LE Agency (Open)</th>
<th>College</th>
<th>COG</th>
<th>LE Agency (Internal Only)</th>
<th>Private Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address (If more that one site, complete separate form for each site.)</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Center Administrator Name (First / Last)</td>
<td>Email</td>
<td>Phone (Office)</td>
<td>Phone (Cell)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated Lead Proctor Name (First / Last)</td>
<td>Email</td>
<td>Phone (Office)</td>
<td>Phone (Cell)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Conducted By: (Name First / Last)</td>
<td>Title</td>
<td>Assessment Date</td>
<td></td>
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</tr>
</tbody>
</table>

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

1. Does the testing center have a controlled entrance and exit at all times, including during testing?  
2. Is the testing center properly lighted, well ventilated and climate controlled?  
3. Are the computers secured within a locked room/facility when not in use for testing?  
4. Are the computer monitors properly screened to limit persons other than the examinee and the proctor to be able to observe the screen?  
5. Are the computers limited to testing use only? (If no, explain below how access to TCLEDDS is protected.)  
6. Are computers restricted from accessing the internet during testing? (Specify details in notes below.)  
7. Does the exam administrator set and approve the date and time of examination access?  
8. Does the test center confirm each examinee’s photo identification and test eligibility prior to testing?  
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?  
10. Does each examinee receive a printed copy of their test results upon completion of the exam process?  
11. Are all examinees provided an opportunity to visit the restroom prior to the start of the exam?  
12. 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?  
13. Are all examinees visually observed by the test proctor throughout the entire testing process?  
14. Are examinees required to remain in the room throughout the entire testing process?  
15. Are proctors restricted from assisting the examinee with any of the test questions?  
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.)

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 ______________/__________/__________