

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 1st 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.

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)
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?**
- Yes No 17. **Have the current TCLEDDS web users been verified? Please run the Academy Web Users report in TCLEDDS and use the Exam Site Information Change form to report any changes.**

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.

Click or tap here to enter text.

Printed Name _____

Signature _____

Date _____