



## DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL  
440 MEYERKORD AVENUE  
NEWPORT, RI 02841-1519

NAPSINST 1530.1A  
Dean  
17 Dec 18

### NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1530.1A

From: Commanding Officer, Naval Academy Preparatory School

Subj: RESPONSIBILITIES OF TEST/EXAM PROCTORS

1. Purpose. To define and publish policies concerning the responsibilities of test/exam Proctors.
2. Cancellation. NAPS Instruction 1530.1
3. Definition. Eligible proctors are NAPS staff member in the Academic, Athletic or Military Departments, assigned by the registrar to facilitate and administer a designated academic test/exam.
4. Policy.
  - a. Proctors will report to the testing facility on the test/exam date 10 minutes prior to the scheduled start time. If a proctor is unable to attend an assigned test/exam, they are responsible for the following actions:
    - (1) Find a suitable replacement proctor.
    - (2) Inform the pertinent Department Supervisor.
    - (3) Inform the Test/Exam Proctor Scheduling Officer.
  - b. If circumstances beyond a proctor's control prevent them from attending an assigned test/exam, the proctor will call the CDO, supernumerary, or the Test/Exam Scheduling Officer.
  - c. The Supernumerary will report to the department supervisor on the test/exam date 10 minutes prior to the scheduled start time. Once the test/exam begins, if the Super is no longer required, the Department Supervisor of the respective test/exam will dismiss them. The Super is required to comply with all requirements outlined in paragraph (a) of this section.
  - d. Course Coordinators will ensure all proctors are thoroughly briefed on the requirements for administering their respective test/exams, to include all required materials and a timeline if appropriate.

5. Action.

a. The Academic Dean will approve proctor scheduling for all tests/exams, and ensure all Department Supervisors are thoroughly briefed on the current procedures for test/exam administration.

b. Department Supervisors will ensure all faculty and staff under their cognizance are thoroughly briefed on test/exam administration procedures.

c. The NAPS Registrar will assign proctors to monitor tests/exams and ensure the schedule is approved by the Academic Dean.

d. The NAPS Registrar will post proctor assignments in the NAPS share drive at **S:/Proctor Section and Room Assignments.**

e. The NAPS registrar will send e-mail notification to all eligible proctors at least one week prior to each exam to prompt proctors to review the proctor schedule.

f. All eligible proctors are required to review the schedule of proctor assignments when notified by the Registrar.

g. The Department Supervisors will ensure that all assigned proctors and supernumeraries are reminded two working days prior to the test/exam.

6. Review. Per OPNAVINST 5215.17A, the NAPS Academic Dean will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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