



TEXAS FORENSIC SCIENCE COMMISSION

1700 North Congress Ave., Suite 445
Austin, Texas 78701

TEXAS GENERAL FORENSIC ANALYST LICENSING EXAM II **NON-RESPONDUS BLACKBOARD PROCTOR INSTRUCTIONS**

You have been designated to serve as a proctor for a Texas Forensic Science Commission examination for licensure. Proctors are required to review and strictly enforce the security and confidentiality policies outlined below, provide instructions to examinees following the script provided, and sign the agreement at the end of this document.

Proctors are expected to be familiar with and to comply with the [Exam Security Rules](#) and the exam [syllabus](#) posted on the Commission's website. Before beginning the exam session, please ensure that examinees have access to their own separate computers and/or laptop stations and that all browsers are closed out except for the window showing the Blackboard screen for the *General Forensic Analyst Licensing Exam*. Please ensure the examinee's workstations are free of any reference material and are compliant with the instructions set forth below in the Commission's Exam Security Rules.

Each test taker is permitted to have 2 sheets of blank copy paper for use as scratch paper to be provided by the proctor at the beginning of the exam on test day if they would like scratch paper for notes during the exam. The proctor will also prepare a sheet of paper for each examinee with a password to the test. The sheet of paper must be folded in half and face-down with the password inside the sheet of paper, not viewable to the test taker, until the proctor gives the instruction for the examinee to enter the password for the test per the instructions in the script below.

Examinees will already have a Blackboard username and password and will already have instructions for navigating to and accessing the test in Blackboard. Commission licensing staff will send these login instructions to examinees separately.

[Exam Material Security](#)

The content contained in the exam may not be used for any purpose other than the legitimate assessment of authorized participants/examinees. The entire exam or individual questions from the exam may not be copied, transmitted, or reproduced in any manner, under any circumstances.

[Breaches of Security](#)

The Texas Forensic Science Commission must be notified immediately if any breach of security occurs during administration of the exam. Once the Texas Forensic Science Commission has been notified of a breach, steps will be taken to determine the extent of damages as well as the steps needed to remedy the breach.

Proctors

All exam proctors must be approved by the Texas Forensic Science Commission prior to exam administration, and no one may substitute without prior approval by Commission staff. Exam proctors are entrusted with the security of the exam content for their sites.

Permitted and Prohibited Items

Permitted Items: Pens, pencils, blank scratch paper provided by proctor (two sheets, plus the sheet with the password), English language translation dictionary (must be pre-approved by Commission staff before use).

Prohibited Items: Study materials, notes, cell phones, digital watches, cameras, scanners, recorders, headphones, calculators, backpacks, purses, tote bags.

Necessary Accommodations

Exam proctors are permitted to use their discretion to allow examinees to bring items not listed above into the secure exam area, such as medical supplies or lactation pumps. If you believe you need any special arrangements to address health or disability-related conditions for your examinees, please contact the Texas Forensic Science Commission in advance of the exam date and time.

Proctor Responsibilities

Proctors are responsible for the actual administration of the exam. Proctors are expressly prohibited from coaching participants during the exam or answering questions and altering or interfering with a participant's responses. Additional responsibilities include:

- Familiarize yourself with the administration procedures in this guide.
- Be present at all times during the administration of the exam and ensure that the exam is conducted in a quiet and efficient manner.
- Communicate instructions for the exam session to participants.
- Ensure exam site has adequate seating and desktop space for participants.
- Confirm the identity of each exam participant.
- Inform participants that the exam is closed book.
- Use of the Internet by exam participants is strictly prohibited.
- Notify participants that the use of iPhones®, smart phones, mobile devices, cellular phones, wrist watches with calculators, smart watches, devices that can record data, and similar technology is not allowed during the session.
- Monitor the exam process during administration by moving unobtrusively around the exam area.
- Protect participants from disturbances and distractions.
- Ensure that participants follow the exam procedures and security policy requirements and enforce proper procedures in the event of non-compliance.
- Report any breach of security, no matter how small or insignificant, to the Texas Forensic Science Commission.

Exam Participant Responsibilities

Exam procedures must be followed by all participants and enforced by the proctor. If a violation of the exam procedure occurs, the participant must cease testing. The time and nature of the incident must be reported to the Texas Forensic Science Commission.

The following behavior is prohibited by exam participants during administration:

- Looking at another participant's computer screen or scratch paper.
- Giving or receiving assistance from the proctor or another individual.
- Using an iPhone®, smart phone, mobile device, cellular phone, wristwatch with calculators, smart watch, devices that can record data, and similar devices.
- Copying, transmitting, or reproducing any portion of the exam in any manner whatsoever.
- Attempting to remove scratch paper taken during the exam from the exam site.
- Creating a disturbance in the exam room.
- Failing to follow the exam procedures as outlined by the proctor.

Administering the Exam

Exam Guidelines

The exam room and external conditions may have a significant effect on a participant's exam score. Ideally, the exam room should be closed off from all other activity and be quiet and devoid of distracting movement.

Late Arrivals

Close the exam area five minutes before the time designated to begin the exam session. Any participant arriving after the closing time may be admitted at the proctor's discretion, provided the actual exam has not started. As the proctor, you should have a predetermined policy for handling late arrivals. This policy should be adhered to consistently throughout the entire exam process.

Early Completion

Examinees who finish the exam early may leave the exam area upon finishing and should minimize noise to avoid disturbing those who may not yet have finished the exam.

The maximum time limit for the full exam is 4 hours. The maximum time limit for the technician's exam is 3 hours.

Requests to Leave the Room

If a participant needs to leave the exam room for any reason, ensure no outside materials are taken out or brought in upon the participant's return.

Preparing to Take the Exam

Begin the exam session by making sure participants are seated and all unauthorized devices and

materials are put away.

During the Exam

- Make sure the exam room remains quiet and free from distractions.
- Handle necessary interruptions as quickly and quietly as possible.
- Remind participants of the procedures to follow if they complete the exam early.
- Document any irregularities that occur (i.e., fire alarm, electrical outage).
- End the exam session by ensuring all examinees have turned in their PIN sheets and scratch papers.

After the Exam

- Send an email to the Commission with the list of individuals who took the exam to licensing@fsc.texas.gov.
- Report any irregularities to the Commission.
- Return the attached signed Exam Proctor Confidentiality Agreement.

Begin reading the following script to examinees before starting time for the test.

INSTRUCTIONAL SCRIPT FOR EXAM:

Welcome to the Texas Forensic Science Commission's General Forensic Analyst Licensing Exam [and/or Forensic Technician Exam or Modified Exam as appropriate]. You are required to select one answer for each question and finish within the allotted [4 or 3-hour] time. You may begin when I say BEGIN.

Each of you should have a folded sheet of paper at your workstation. On the inside of the sheet of paper is a password which you will need to enter before you can begin the exam. Do not unfold your sheet of paper over until the conclusion of these instructions.

This test room is a designated secure area. No outside materials are allowed. No other browser windows or programs may be open on your computer during the exam besides the Blackboard General Forensic Exam site. Absolutely no cell phones, watches or other electronic devices are permitted in the secure area.

You must not leave the room without my permission. If you need to use the restroom during the test, please approach me and ask my permission before leaving the secure area. Please also let me know when you return.

All exam material and content are confidential and must not be shared with anyone at any time either during or after the exam. You must not communicate with anyone other than me during the testing session, including during breaks. This prohibition includes even casual comments to other examinees.

The timer on your computer will track how much time you are taking. If you finish the exam early, please approach me and let me know that you are finished. Please make every effort not to disturb anyone else nearby who may still be taking the exam.

All scratch paper and the paper with your password must be turned in to me at the end of the testing session.

At this time, you may open your internet browser window and navigate to [Blackboard](#) by visiting <https://shsu.blackboard.com>. Please login to [Blackboard](#) using the credentials (username and password) provided to you by Commission licensing staff. Use the Guest/Partner login portal at the Blackboard site.

In the lefthand menu, click “Courses”.

Click TFSC Licensing Exam to launch the exam. You’ll be prompted to enter a password. You may unfold the piece of paper with the password to the test and enter the password.

At this time, you may BEGIN the test.

END SCRIPT.

At either 3 hour or 4 hours from START, [depending on whether the examinee is taking the analyst or technician’s exam or upon examinee finishing test] please ensure all examinees have turned in the sheets with passwords and all scratch paper. Please ensure all passwords and scratch paper are destroyed immediately after the conclusion of the exam.

If you need technical support with Blackboard, please contact (936) 294-2780 or blackboard@shsu.edu for 24-7 support. If your problem isn’t solved, feel free to reach out to licensing staff at licensing@fsc.texas.gov.

When you are finished administering the exam, please send the signed statement below to licensing@fsc.texas.gov.

Exam Proctor Security and Confidentiality Agreement:

I have read and understand the Texas Forensic Science Commission’s Exam proctor instructions described herein, including the policies for security and confidentiality of exam material. I have not given aid to any examinees during the exam or otherwise violated the policies outlined in this document. If I become aware of anyone else having violated any aspect of the provisions set forth in this document, I will immediately report this information to the Texas Forensic Science Commission.

Signature of Exam Proctor

Printed Name of Exam Proctor

Title

Name of Laboratory

Date