



## Proctor Confidentiality Agreement



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### NALA CERTIFIED PARALEGAL EXAM AGREEMENT TO MAINTAIN CONFIDENTIALITY

The Certified Paralegal exam is a secure, proprietary test instrument with components copyrighted by NALA. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, all NALA approved proctors must take every step to assure the security of these test instruments.

I hereby agree that I will not disclose to any person, any materials (such as, but not limited to: test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research/report data) related to the Certified Paralegal exam.

I acknowledge that I will have access to a secure assessment in the Certified Paralegal exam. I also acknowledge that I have read, understand, and agree to adhere to the policies set forth in NALA's printed materials and training program. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete the required training. I therefore pledge:

1. I have read and understand the Testing Center and Proctor requirements.
2. I will read the Proctor Training Manual, use the testing resources available and follow the appropriate testing procedures.
3. I will check testing rooms prior to the beginning of test administration to ensure that no specific information is displayed in the room during the test administration.
4. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
5. I will not use test items or any of the information contained in an assessment to review/prepare examinees for a test.
6. I will not allow any unauthorized person to access the test materials.
7. I will not alter examinees' responses in any manner (indicate answers, point out rationale, prompt, etc.).
8. I will not disclose individual examinee's test scores or test performance data to anyone.

9. I will not proctor examinees who are my family members.
10. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, and breach of contract, consequences may include invalidation of an examinee's test results, civil legal liability for copyright violations, and disciplinary action.
11. I understand the importance of examinee privacy and ensure that any reference to the Certified Paralegal exam is kept secure.

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**Testing Center**

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**Proctor Name**

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**Title**

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**E-mail Address**

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**Signature**

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**Date**

**Return to:  
NALA – The Paralegal Association  
7666 E. 61<sup>st</sup> Street, Suite 315  
Tulsa, OK 74133  
testing@nala.org**