



16790.1  
5 Oct 2013

## MEMORANDUM

Eighth Coast Guard District Coastal Region, Auxiliary Policy Directive ADM-12-01A

Subj: PROCTOR PROGRAM

Ref: Auxiliary Manual, COMDTINST M16790.1 (series)

1. **PURPOSE.** The purpose of this directive is to outline the Proctor selection process, determine Proctor distribution and assign duties to the Chief Proctor within District Eight Coastal Region (D8CR).
2. **DIRECTIVES AFFECTED.** Directive ADM-12-01 is rescinded.
3. **DISCUSSION.** Proctors are an essential element in the examination process. Though not all examinations require Proctors, several do. Courses such as the Navigation Rules and the Auxiliary Specialty Courses and other courses that lead to advanced qualifications, require dedicated Proctors who serve with integrity to assist members in reaching their career goals. It is therefore imperative that Proctors maintain the highest standards of ethics, while providing the best workplace environment possible for the membership. An appointment as Proctor can be a difficult leadership position that requires holding fellow Auxiliarists accountable and encouraging their professional growth at the same time. For this reason and for the health of the program, Proctors should be rotated out at the end of their terms.
4. **DISTRIBUTION OF PROCTORS.**
  - a. Each flotilla is authorized to have one Proctor assigned for the purpose of administering tests to its membership. Flotilla Proctors are assigned as Proctors for their own flotilla. However, a designated flotilla Proctor in one flotilla can proctor exams in a flotilla that has a vacancy.
  - b. Each Division is authorized no more than two Proctors to serve as spares for the purpose of administering test within the division's membership. Though authorized, it is not recommended that the division maintain spare Proctors if there are sufficient flotilla Proctors available within the Division.
  - c. Due to the lack of qualified candidates in a flotilla, a Proctor may be appointed for that flotilla from another flotilla. This may result in one flotilla not having a Proctor and while another flotilla has two or more. However, once a flotilla without a Proctor finds that one of its members is eligible for appointment, the flotilla with the Proctor previously designated to service the flotilla without, will lose one of their spares bringing their total back to one.
  - d. Should the membership further need assistance in obtaining proctors, the Commodore and the Chief of Staff may serve as traveling proctors for the District provided that they meet all the prescribed requirements and they request such designation through the established channels.
5. **PROCTOR PREREQUISITES.** For consideration as a Proctor in D8CR, the candidate must have the following attributes and qualifications:

- a. Member must be designated an Operational Auxiliarist (AUXOP). The date of designation or under what AUXOP qualification standard a member earned the designation shall not be a factor.
- b. Member must have the highest standards of integrity and exemplify the Core Values of Honor, Respect and Devotion of Duty.
- c. Member may not have any adverse documentation in the member's personnel file, including Letters of Caution, for a period of not less than ten years.

6. **SELECTION PROCESS.** The following process is established for nominees to follow in seeking designation as a Proctor. Flotilla Commanders, Division Commanders and District Captains are directed to seriously consider their recommendations and endorsement on Proctor applications. Recommendations and endorsements should never be considered a rubber stamp duty to a member, but statements that are crafted to ensure the integrity of the Proctor Program. This process is as follows:

- a. The Flotilla Commander requests a potential Proctor in writing and forwards the requests to the applicable Division Commander. The Flotilla Commander shall ensure that the member meets the prerequisites listed in paragraph 5. The written request may be a well crafted e-mail addressing all prerequisites, identifying the need for a Proctor and where the appointment is needed.
- b. Once the Division Commander receives the Flotilla Commander's request, the Division Commander will enter a recommendation (positive or negative) and forward to the applicable District Captain. This recommendation, as well as all endorsements, may be delivered by e-mail.
- c. The District Captain forwards the package to the Operations Training Officer (OTO) with remarks and an endorsement.
- d. The OTO shall review the member's personnel file held at the Director of Auxiliary's office.
- e. After reviewing the package, the OTO will forward the package to the Chief Proctor. The Chief Proctor shall confirm that the member's qualifications and information are in AUXData and verify that there is an open Proctor position.
- f. Once the member's package has been vetted by the Chief Proctor, the information will be provided to the OTO.
- g. The OTO will make a recommendation for consideration by the Director. At the Director's discretion he/she may appoint the member as a Proctor to serve as a flotilla or division Proctor.
- h. It is the responsibility of the Director's office to make additions and deletions of Proctors to the Auxiliary National Testing Center's (NTC) database.

7. **TERM LIMITS.** Proctors are normally appointed for three year terms. Re-appointment is at the Director of Auxiliary's discretion. The Division Commander shall forward all re-appointment requests to the Chief Proctor. It is highly recommended that if within their flotillas there are other members who meet the prerequisites as Proctors, that these members be given a chance to fill this leadership position rather than re-appointing. The Proctor position was never meant to be a life-time appointment.

8. **PROCTOR DUTIES.** All Proctors shall:

- a. Safe guard written and online test materials at all times.
- b. Provide eligible members with a secure, quiet testing environment that is in keeping with all applicable Commandant policies and procedures.
- c. Order and return all written examination material in a timely and secure manner.

- d. Schedule examinations to suit both the time and availability needs of the Proctor and the student. Should this not be possible, the Proctor shall find another Proctor who can reasonably meet the student's needs.
- e. Immediately report any actual or suspected deviations from the examination process by any student, proctor or other member.
- f. Not share his/her NTC password with any other Proctor or other member. The Proctor shall be present and vigilant during the entire examination process. Proctors may not delegate their duties to non-Proctor members at any time.

9. **THE CHIEF PROCTOR.** The appointment as Chief Proctor will normally be made from the District MT staff. The primary duties of the Chief Proctor are to train, develop, support and lead the Proctors within D8CR and protect the integrity of the District's Proctor Program. Others duties include, but are not limited to:

- a. Maintaining the list of active Proctors in D8CR.
- b. Investigating program integrity discrepancies and conduct of Proctors.
- c. Assisting in the development, improvement and implementation policies governing the Proctor program.
- d. Ensuring that an annual inventory of all paper exams is accounted for as applicable.

10. **CHAIN OF LEADERSHIP.** All Proctors in D8CR work directly for the Chief Proctor in the execution of their testing duties. Any questions, concerns and/or recommendations a Proctor has regarding this program shall be forwarded to the Chief Proctor.



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