



## NASC AS-C™ - Arranging a Proctor and Testing Center

NASC™ is committed to helping all of our applicants sit for the Assistant at Surgery - Certified™ (AS-C™) national exam. To facilitate this and allow our applicants the flexibility of time and location when sitting for the exam we allow our applicants to take the exam through a secure proctored environment of their choosing. (The AS-C exam cannot be administered by friends, colleagues or employers).

**Choosing a Proctor and Testing Facility can be a simple process:** Most all College, University and Adult Learning Centers of higher education have professional proctors or administrators to provide a secure and convenient resource to administer the AS-C™ exam for you. This allows our applicants to complete their AS-C™ exam in a local and secure location near them without traveling hundreds of miles to a national testing center.

Two easy steps to obtain a Testing Center Proctor:

1. Most Colleges, Universities and/or Adult Learning Centers have a Testing Center or Facility with internet access to provide for proctor secured exams. Find the closest Colleges, Universities or Adult Learning Centers to you and ask them if they would be willing to administer the Assistant at Surgery – Certified (AS-C™) exam for you. The exam is now approximately 3 hours long.

Be sure to inquire if they have a charge or fee(s) for this service, as many colleges have a proctoring fee(s) to administer tests for another institution (usually \$25-\$40). NASC™ will pay the college or testing center up to \$50.00 for their administration of the exam. However, we cannot reimburse the applicant for any additional fee(s) incurred for testing, transportation or other expenses.

2. Attached is a copy of the NASC™ Proctor Information Form that will need to be completed and returned to NASC.
  - After receipt and approval of the Proctor Information Form, NASC will then send the instructions along with the exam to proctor.
  - It is the applicant's responsibility to arrange the day and time with the Proctor to take the exam and to inform NASC™ immediately of the AS-C Exam having being proctored and completed.
  - After we receive the Exam from the Proctor (it is never to be in the possession of the Candidate) allow a few days not to exceed 14 days to process your results and notify you by mail.



# PROCTORING INFORMATION FORM

## FOR NASC AS-C CERTIFICATION EXAM

### CANDIDATE'S INFORMATION

- Name: \_\_\_\_\_ Title: \_\_\_\_\_
- OR Certification Number \_\_\_\_\_
- Address (no PO boxes): \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone Numbers: Home:(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell:(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work: (\_\_\_\_) \_\_\_\_ - \_\_\_\_
- Email Address: \_\_\_\_\_

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### PROCTOR'S INFORMATION

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- Name of Testing Center (where the Exam is to take place such as a College, ACT, or Sylvan Learning Center)  
\_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_
- Zip: \_\_\_\_\_ Website Address: \_\_\_\_\_
- Name of Proctor: \_\_\_\_\_ Proctor Title: \_\_\_\_\_
- Proctor's Contact Phone Numbers: Work: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Other:(\_\_\_\_) \_\_\_\_ - \_\_\_\_
- Email of Proctor: \_\_\_\_\_
- Mode to take Exam: \_\_\_ Internet Testing ***Required*** by NASC
- Projected Date of Exam: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Total Amount of Testing Fee(s) Required By Institution and Proctor If Any? \$ \_\_\_\_\_
- If Fee(s) Required Payable to Whom: \_\_\_\_\_

(Note: NASC will only pay a maximum of \$50.00 in Proctor fee(s) per exam.)

Send to: NASC, 8547 Arapahoe Rd. J-410  
Greenwood Village, CO. 80112 customerservice@nascouncil.org