**PROCTOR’S INCIDENT REPORT** v191021

Please use this form to report discrepancies in handling of certification exams and applications, examinees violation of testing rules, and other out of the ordinary situations involving NCLC examinations and reporting. Please email report back to info@lasercertification.org:

DATE OF INCIDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
DATE OF THIS REPORT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROCTOR NAME AND LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
PROCTOR EMAIL & PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NARRATIVE DESCRIPTION OF INCIDENT AND ANY FOLLOWUP ACTIONS:** - Use Separate Sheet if Necessary -

If this involved a violation on the part of an examinee, does it involve any of the issues to invalidate the exam, such as cheating, copying materials, etc.. YES \_\_\_\_\_\_ NO \_\_\_\_\_ Not Applicable \_\_\_\_\_\_\_
Examinee’s Name if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this involved some level of breach of security of the exams such as lost exams, opened exam packages, exams coming under possession of anyone other than the assigned proctor, etc., then please indicate whether you believe the exam content has been compromised, and what steps have been taken to ensure security:

**PROCTOR SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_