



CGD1SRINST 16794.1
15 APRIL 2004

FIRST COAST GUARD DISTRICT SOUTHERN REGION INSTRUCTION 16794.1

Subj: NAVRULS/SPECIALTY EXAM PROCTOR POLICY

1. PURPOSE. As a result of our move to provide NAVRULS and Specialty testing ONLY ONLINE after 31MAY04, both lists of AUXOP Proctors and Qualification Examiners (QE) will be provided to the Auxiliary National Testing Center (NTC) as eligible to proctor BOTH NAVRULS and Auxiliary Specialty exams online. Because of advances in technology, the integrity of the tests and the security of the process have been significantly enhanced. Those members above have been chosen as proctors and/or QE's because they have significant Auxiliary background and experience, are of unquestioned integrity and act in positions of significant trust. AuxNav and AuxSar tests are not yet available online and may still be requested and given in paper form by an approved AUXOP proctor only.
2. ACTION.
 - (a) Annually, the Division Captain is required to update the divisional list of qualified proctors. Each Division may nominate four (4) AUXOP members to be specialty test proctors. In cases where the geographic spread of a division necessitates more proctors, the Director will consider a request for same.
 - (b) Division Captains are also encouraged to be aware of active duty personnel who may act as proctors in their area and include them on their submission of proctors, in addition to their AUXOP proctor submissions. Active duty personnel are eligible to proctor Auxiliary tests if they are listed by the DCP, are first class or above, or are designated as the Education Services Officer for their unit. Personnel so nominated will be included in the DIRAUX proctor list submitted to NTC.
 - (c) Additionally, the District Qualification Officer will update our QE list annually, and submit that list to the Director for approval.
 - (d) Each member, proctor and /or QE MUST have a valid email address in order to participate in this program.
 - (e) DIRAUX will advise all concerned when the list submission has been made to NTC. After submission, the proctor must ensure that he/she is registered with NTC by doing so on the following web site:
<http://cgexams.info/testing/ProctorRequest.htm>

A handwritten signature in black ink, appearing to be "J. M. F. C. R. E. F.", written over a circular stamp.

J. M. F. C. R. E. F.
Director of Auxiliary
First Coast Guard District Southern Region