

## **Instructions for locating a testing center to proctor the RESNET National Rater Exam or Rating Field Inspector Exam on behalf of Kansas Building Science Institute:**

1. Locate a testing center which can provide the hardware, software and services listed below. Generally, community colleges, technical colleges and universities are able to provide the necessary services at a nominal fee.
2. Establish a date and time for the exam. It is your responsibility to schedule the exam with the proctor.
3. Complete all of the information on the next page and return it to us by e-mail or fax.
4. We will set up the exam with RESNET and e-mail instructions, including your username and password, to the proctor.
5. We charge \$50 to set up and administer the exam. You will be invoiced by e-mail. Payment must be made prior to the exam. The e-mailed invoice will have the subject line "Invoice from Kansas Building Science Institute" and will have a secure link for online payment by credit card. KBSI accepts VISA, MasterCard, American Express and Discover.
6. RESNET charges \$50 for the exam. You will need to enter credit card payment information when you log on to take the exam at the testing center. RESNET accepts only VISA and MasterCard.
7. You are responsible for any testing center fees.

Testing center must provide the following:

- A computer with internet high speed access (cannot use dial up)
- Windows 2000, XP or Vista
- Internet Explorer 5.5 ( or higher)

Proctor must agree to:

- check photo ID of student;
- help student log on to exam site;
- provide student with Username and Password to access exam (will be sent to proctor by KBSI);
- visually monitor student during exam to verify that student is not assisted by anyone, does not make or receive any phone calls, does not access e-mail or text messaging during the exam, and does not leave the examination area until the exam is completed.

# RESNET National Rater Exam – Proctor Information Form

## Kansas Building Science Institute

### **Testing center information:**

Name of Proctor: \_\_\_\_\_

Company/Agency/Institution name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### **Exam information:**

Date and time of exam: \_\_\_\_\_

Select one: \_\_\_\_ Standard Rater Exam      \_\_\_\_ Rating Field Inspector Exam

### **Student information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Return this form by e-mail to [kbsi@cox.net](mailto:kbsi@cox.net) or by fax to 785-537-2440.  
For questions, call 785-537-2425.