**State of California Commission on
Peace Officer Standards and Training (POST)**

Basic Course Comprehensive Test Proctor Course

Introduction

This proctor training course is designed for individuals who administer the POST-developed comprehensive tests in the basic courses.

Learning Objective

This course will provide the necessary information to successfully administer POST-developed comprehensive tests in a secure environment.

Content Outline

Lesson 1: Introduction

- Welcome
- The Proctor's Role
- Why This Course?

Lesson 2: American's With Disabilities Act (ADA)

- Presenter Responsibility
- Student Responsibility
- Test Security

Lesson 3: Do You Know the Role Of A Proctor?

- Appropriate Proctor Behaviors
- Prohibited Proctor Behaviors

Lesson 4: Expanding On the Role of A Proctor

- A Proctor's Role
- Proctor familiarity with POST Requirements

Lesson 5: Student Behaviors

- Acceptable Student Behaviors
- Prohibited Student Behaviors

Lesson 6: Cheating

- Cheating in a Test Session
- Test Proctor's Response

Lesson 7: A Compromise of Test Material

- Who is impacted?
- How are they impacted?
- Consequences

Lesson 8: Conclusion

- Importance of the Test Proctor