

National Association of Career Colleges
Association Nationale des Collèges de Carrières

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James Connery
Campus Support Manager

National Association of Career Colleges
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RE: NACC Exam Protocol Change Important Update

Dear Valued Partner,

Due to several questions being posed by various members regarding the exam protocol changes that go into effect on October 1, 2023, we would like to clarify some important points regarding the policy.

- Your proctor will need to show school identification (preferred) or government issued photo identification.
- The proctor will show this identification at the **start of question 1**, the student shows their identification as per the usual spot.
- If multiple students are writing in one room at your campus, the proctor only needs to show identification once, and verbally indicate how many students are taking the exam they are proctoring for that exam.
- If the campus has students writing exams in multiple rooms simultaneously, the campus should have another proctor in that room and following the same protocols mentioned above.

If you have any questions or require further clarification regarding this policy, please do not hesitate to reach out to me directly.

The NACC values our partnership with you and looks forward to hearing about the continued success of your students.

Thank you for your understanding.

Warm regards,

A handwritten signature in black ink, appearing to read "James Connery", with a stylized flourish at the end.

James Connery
Campus Support Manager
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