



FAQ'S regarding Paper and Pencil Examination with a Proctor

American Medical Technologists (AMT) provides the option of paper and pencil examinations with a proctor for certain certifications through agreements with certain schools. All certifications are available by computerized testing (Preferred).

The following certifications are available by paper and pencil with a proctor: Medical Assistant, Medical Administrative Specialist, Dental Assistant and Phlebotomy Technician.

Q: Where are the paper and pencil examinations administered?

A. At the school.

Q. Does AMT assign my testing date?

A. No, the school chooses the date and the time that it wants the certification examination held. AMT works with the schools to make sure a proctor is available for that date.

Q. Who are the proctors?

A. Proctors are certified members of AMT who are currently in good standing. Proctors are obtained through State Societies or through referrals.

Q. Can one of my instructors be the proctor?

A. No. For security reasons proctors may not teach or work at the school administering the test.

Q. Does the school pay the proctor?

A. There is no financial obligation to the school.

Q. How long before the test do I have to send in all my students' applications?

A. Applications should be received at AMT a minimum of six (6) weeks prior to the testing date.

Q. What information do I have to send in with my students' applications?

A. The school must complete a 'Roster Form' (available at www.americanmedtech.org in the School & Students area), which indicates the names of the students who will be taking the test along with the test date, time, school contact's name and e-mail information.

Q. Can I add students at a later date after I send in my roster?

A. Once the proctor materials have been mailed additions/subtractions/substitutions are only allowed in extenuating circumstances.

Q. What identification is needed for testing?

A. Two forms of valid identification are needed at the time of testing. Both must include your signature and at least one must bear your photo. Photo identification is limited to: Drivers' license, state-issued identification card, military identification card or passport.

Q. Is the paper and pencil examination more expensive to take than computerized testing?

A. There is an additional charge of \$10.00 added to all paper and pencil testing (initial and retests), but computerized testing remains the preferred method because of the benefits available to the student.

Q. Does the paper and pencil test have the same number of questions as the computerized test?

A. Both test formats are identical in length.

Q. What is the time allotment for the examinations?

A. The chart below shows the allotted time for each exam:

- Dental Assistant – 3.0 hours
- Medical Administrative Specialist – 3.0 hours
- Medical Assistant – 3.0 hours
- Phlebotomy Technician – 3.0 hours

Q. When are the paper and pencil test results available?

A. Recording and reporting of scores usually takes eight to ten weeks after the completion of the examination. However, final scores are not released to the students until the final transcript and all missing paperwork is received by AMT. Those students taking the computerized test will receive their grades immediately upon completion of the test.

Q. Can I find out how my students did on the examination?

A. Yes. The school can request the pass/fail rate of the class. This will tell the instructor and the school how many students passed and how many failed the exam.

Q. How soon can an applicant retake the exam after an unsuccessful attempt?

A. Examinations may be retaken 90 days after the initial attempt. The applicant must submit the retesting request along with the appropriate retesting fee.

Q. What if I have other questions that are not addressed here?

A. For all other questions, contact the AMT Registrar Department at (847) 823-5169

**** All testing policies are subject to change without notice ****

Good Luck on your Certification Examination!