

July 2026 NextGen UBE Exam Day Quick Reference Guide

Roles At-a-Glance

- **Proctors:** Monitor examinees, enforce rules
- **Technical Proctor:** Handles all technical issues
- **Room Lead:** Manages room and Exam Day Portal
- **Supervisor:** Oversees site, manages escalations
- **NCBE Site Lead:** Handles policy and system-level decisions

Check-In

- Verify ID
- Confirm laptop and charger
- Secure prohibited items
- Seat candidates as assigned

Candidates should be:

- Plugged in
- Connected to Wi-Fi
- In the secure browser

Pre-Launch

- All at “Waiting for Proctor Approval”
- All devices functioning
- Counts match (room vs. system)

Issues

- Individual → Technical proctor
- Multiple → Escalate immediately

Launch

- Share session number
- Confirm counts match
- Select “Admit All”



If delayed: Keep candidates seated, quiet, and informed

During the Exam

- Maintain quiet, orderly room
- Monitor actively
- Communicate clearly

Route Issues

- Technical → Technical proctor
- Behavioral → Room Lead

Escalate if:

- Multiple candidates impacted
- Pattern/system issue
- Policy uncertainty

Breaks

- Permission required
- Activate security screen
- Time does not pause
- No access to prohibited items

Final Minutes

- Provide 10-minute warning
- No leaving in final 10 minutes
- Maintain control of room

Submission & Dismissal

Before dismissal:

- “Section Submitted” confirmed
- Proctor verifies each candidate

If not confirmed:

- Check Exam Day Portal



Do not dismiss until all submissions are verified

Irregularities & Violations

Examples:

- Misconduct
- Disruptions
- Technical issues impacting testing

Action:

- Remain calm
- Do not disrupt testing unless necessary
- Document clearly
- Escalate if unsure



Report immediately to Room Lead or Supervisor

Escalation Path

Proctor → Room Lead → Supervisor → NCBE Site Lead

Escalate when:

- Issue not quickly resolved
- Multiple candidates affected
- Risk to timing, fairness, or security

Final Reminder

- Follow procedures
- Communicate clearly
- Escalate quickly
- Document thoroughly