

CERTIFICATION OF TEST PROCTOR

Technical Learning College requires that our students who takes a correspondence or home study program course must pass a proctored closed-book examination. The proctor must complete and provide to the school a certification form approved by the commission for each examination administered by the proctor.

Instructions. When a student completes the course work, fill out the blanks in this section and provide the form to the proctor with the examination.

Name of Course: _____ Course #: _____

Name of Licensee: _____ License #: _____

Instructions to Proctor. After an examination is administered, complete and return this certification and examination to the school in a sealed exam packet or in pdf format.

I certify that:

1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage or any other relationship to the licensee which would influence me from properly administering the examination.
2. The licensee showed me positive photo identification prior to completing the examination.
3. The enclosed examination was administered under my supervision on _____. The licensee received no assistance and had no access to books, notes or reference material.
4. I have not permitted the examination to be compromised, copied, or recorded in any way or by any method.
5. Provide an estimate of the amount of time the student took to complete the assignment.

Name and Address of Proctor (please print):

Signature of Proctor