

THIS IS NOT AN EXAM REQUEST FORM!



PROCTOR FORM

OFFICIAL USE ONLY
 DATE _____
 APPROVAL _____

NOTE: This form is required if you are NOT taking exams at the Blueprint Education office.

- Every exam requires an approved proctor
- You cannot take any exam by yourself
- Complete this form and fax/mail it back
- Read the proctor guidelines on page 27 in this catalog

PROCTOR INFORMATION

- Do not leave any lines blank
- Exams will not be mailed, accessed or proctored at any residential address...**no exceptions!**

STUDENT INFORMATION

Name _____
 Birth date _____
 School of Attendance _____
 Gender: Male Female
Student Email (REQUIRED) below.....
 Email _____

Proctor Name _____
 Business Title _____
 Business Name _____
 Address* _____
 Address _____
 City, ST, Zip _____
 Work Phone _____
 Business Web site _____

Cell Phone** _____

Work Fax** _____

*IF TESTING AT A FACILITY OTHER THAN YOUR BUSINESS, PLEASE ATTACH BUSINESS CARD OR OTHER CREDIBLE INFORMATION FROM THE TESTING FACILITY.

Business Email (REQUIRED)...must be directly linked to your place of business; Yahoo, MSN, Hotmail, Google accounts etc. ARE NOT ACCEPTABLE

Email _____

OKAY for proctoring	NOT OKAY for proctoring
Academic or school guidance counselor	Mom, dad, sibling, other family member
School administrator	Any relative
Teacher	Friends
University faculty member	Tutors*
School Principal or Vice Principal	Athletic coach, assistant coach, athletic administrator or athletic counselor
School district personnel	Direct employers or coworkers of student, parent, or sibling
Clergy	Anyone with a vested interest in the student's eligibility to complete extra curricular activities (sports, theatre, choir, dance, music, etc.)
Educational officers/embassy educational officers	Military recruiter
Librarian	
Other educational professional	
Testing center supervisor	
Corporate training officer	
Military personnel whose rank is higher than your own AND who is NOT your recruiter	
Police officer, firefighter, paramedic	
Government personnel	
MD, PhD, DO, JD, NP, PA	

*Tutors can proctor as long as they are not directly tutoring your student's subject area for the exam. (Example: a science tutor can proctor for an English exam; not for the science exam)

**Optional information

PROCTOR SIGNATURE

By signing below, you confirm that you have provided accurate and truthful information. Any inaccuracies can result in an automatic "F" for the exam and/or "F" for the course.

Proctor Signature _____ date _____

DISCLOSURE

Please read and keep a copy of the proctor guidelines contained within. By signing below you are confirming that you have read and understand the proctor guidelines. Students and proctors are responsible for all policies contained herein. Both student or parent AND proctor signatures are REQUIRED for approval!

Student or Parent Signature _____ date _____

Proctor Signature _____ date _____

Proctor Guidelines

STUDENTS, PARENTS, AND PROCTORS

Please read the following guidelines before filling out the proctor approval form in this catalog. Thank you.

NO EXCEPTIONS TO THE FOLLOWING...

- Proctors must be at least 21 years of age
- Proctors must have a working business email account (Yahoo, Hotmail, MSN, Google, etc. accounts will NOT be accepted)
- All exams must be given at a place of business
- Proctors are required to monitor students at ALL times during testing
- Proctors are NOT allowed to give out exam passwords or copies of the exam to anyone
- Proctors are expected to verify student identification prior to giving exams
- Proctors are expected to read exam instructions regarding approved testing aids and resources (this is included with the printed exam or email) prior to giving exams

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School administrator	Any relative
Teacher	Friends
University faculty member	Tutors*
School Principal or Vice Principal	Athletic coach, assistant coach, athletic administrator or athletic counselor
School district personnel	Direct employers or coworkers of student, parent, or sibling
Clergy	Anyone with a vested interest in the student's eligibility to complete extra curricular activities (sports, theatre, choir, dance, music, etc.)
Educational officers/embassy educational officers	Military recruiter
Librarian	
Other educational professional	
Testing center supervisor	
Corporate training officer	
Military personnel whose rank is higher than your own AND who is NOT your recruiter	
Police officer, firefighter, paramedic	
Government personnel	
MD, PhD, DO, JD, NP, PA	

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ACCEPTABLE proctor sites	UNACCEPTABLE sites
School campus	Any home address including proctor and student's home
College or university campus	
Library	
Religious facility	
Military base	
Embassy or government agency/business	
Cultural or community center	
Testing center	
Medical facility	

If you have any questions regarding proctoring guidelines, please contact Blueprint Education at 800.426.4952. Remember *if you are NOT taking exams in the Blueprint office, your proctor approval form needs to be completed and turned in for approval prior to scheduling any exams.* Thank you!

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