

NOTE: THIS FORM IS REQUIRED IF YOU ARE NOT TAKING EXAMS AT THE BLUEPRINT EDUCATION OFFICE.

OFFICIAL USE ONLY
ID# _____
DATE _____
SIGNATURE _____



EVERY EXAM REQUIRES AN APPROVED PROCTOR. YOU CANNOT TAKE AN EXAM ALONE. COMPLETE THIS FORM AND FAX BACK TO 602.943.9700 OR MAIL TO: 5651 W TALAVI BLVD, STE 170, GLENDALE AZ 85306. READ THE PROCTOR GUIDELINES PAGE NOW BEFORE CONTINUING...

STUDENT INFORMATION ONLY

Student's Name _____
(Last, First, Middle Initial)

Date of Birth _____
(REQUIRED)

School of Attendance _____

Email _____

PROCTOR INFORMATION ONLY...DO NOT LEAVE LINES BLANK UNLESS NOTED AS OPTIONAL

EXAMS WILL NOT BE MAILED TO, ACCESSED AT, PROCTORED AT, OR TAKEN AT A RESIDENTIAL ADDRESS. IT MUST BE A PLACE OF BUSINESS. NO EXCEPTIONS.

Proctor Name _____

Business Title _____

Business Name _____

Business Address _____

City, State, Zip _____

Work Phone () _____

Cell Phone () _____ (OPTIONAL)

Work Fax () _____ (OPTIONAL)

Business Email _____
(MUST BE DIRECTLY LINKED TO YOUR PLACE OF BUSINESS...YAHOO, MSN, HOTMAIL, GOOGLE ACCOUNTS ARE NOT ACCEPTABLE)

Proctor Signature _____
(BY SIGNING ABOVE, 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.) Date _____

STUDENTS AND PROCTORS: Please read and KEEP A COPY of the proctor guidelines on page 31. By signing below you are confirming that you have read and understand the proctor guidelines. Students and Proctors are responsible for all policies contained therein. Both student or parent AND proctor signatures are REQUIRED for approval!

STUDENT OR PARENT SIGNATURE _____ Date _____

PROCTOR SIGNATURE _____ Date _____

STUDENTS AND PROCTORS:

Please read the following guidelines before filling out the proctor approval form on page 29.

NO EXCEPTIONS!

- ♦ PROCTORS must be at least 21 years of age
- ♦ PROCTORS must have a working business email. (hotmail, yahoo, 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 (included with exam/ passwords) prior to giving exams.

OKAY for proctoring	NOT OKAY for proctoring
Academic or school guidance counselor	Mom, dad, sibling, other family member
School administration	Any relative
Teacher	Friends
University faculty member	Tutors*
School Principal or Vice Principal	Direct employers or coworkers of student, parent, or sibling, etc.
School district personnel	Athletic coach, assistant coach, athletic admin or athletic counselor
Clergy	Anyone with a vested interest in the student's eligibility to complete extracurricular activities (sports, theatre, choir, dance, 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, etc.	
Government personnel	
Doctors, psychiatrists, etc.	

ACCEPTABLE proctor sites	UNACCEPTABLE proctor 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	

*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)