

Professional Certification Program

Proctored Examination Form



1 How a Proctored Exam Works

The sequence of events for a Proctored Exam is as follows:

- The Examinee will ask someone in his or her company (such as a manager or training director) to serve as the Proctor for the Exam. The Proctor is responsible for receiving the Exam materials, giving the Exam to the Examinee and returning the completed Exam materials.
- The Examinee and the Proctor will agree upon a Specific Exam Date. The Proctor will receive the Exam Package at least one business day prior to the Specific Exam Date.
- The Exam Package consists of an Exam Questionnaire, an Answer Sheet and a prepaid Priority Mail envelope addressed to Learning Tree International.
- The Proctor will administer the Exam on the Specific Exam Date, following the Proctored Exam Conditions described below.
- Using the prepaid, pre-addressed Priority Mail envelope, the Proctor will ship both the Exam Questionnaire and the completed Answer Sheet within five business days of the Specific Exam Date. Exams returned after five business days will be voided.

2 Examinee Information

Examinee's Name _____

Office Telephone _____

E-mail _____ @ _____

3 Proctor Information

Proctor's Name _____

Company _____

Title _____

Dept./Mailstop _____ / _____

Address _____

City _____

Province/Postal Code _____ / _____

Office Telephone (_____) _____

Fax (_____) _____

E-mail _____ @ _____

Relationship to Examinee _____
(e.g., manager, training director)

4 Exam and Course Information

Proctored Exam Date* _____

Course Number _____

Course Title _____

*Please indicate the date on which you wish to take your Proctored Exam.

5 Proctored Exam Conditions Agreement

By signing below, the Examinee and the Proctor agree to adhere to the following conditions:

- Under no circumstances should the Exam Questionnaire be copied or retained in any form.
- The Examinee is allowed a maximum of 60 minutes to complete the Exam.
- The Examinee may not refer to any course materials, books, manuals, notes, etc., during the Exam.
- The Proctor may not help the Examinee interpret Exam questions or provide any assistance after the Exam has started.
- The Exam must be given in a quiet location where the Examinee will not be distracted or interrupted.

Examinee's signature _____

Proctor's signature _____

6 What to Do Next

Please make sure that the information on this form is complete. Please mail or fax to:

Registrar, Professional Certification
Learning Tree International
2300-160 Elgin Street
Ottawa, Ontario K2P 2N8
Fax: (613) 237-4588

Please allow five business days for processing.
A maximum of two Proctored Exams per Examinee can be in process at any given time.

Registrar Use Only

Reg Number _____

Date Sent _____

Date Received _____



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Need assistance? Please call or fax:

 (800) 843-8733

 (613) 237-4588

or visit our Web site: www.learningtree.ca

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