

# Professional Certification Programme Proctored Examination Request 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 pre-paid First-Class envelope addressed to Learning Tree International.
- The Proctor will administer the Exam on the Specific Exam Date, following the Proctored Exam Conditions described at right.
- Using the pre-paid, pre-addressed First-Class envelope, the Proctor will post both the Exam Questionnaire and the completed Answer Sheet within 5 working days of the Specific Exam Date. Exams returned after 5 business days will be voided.

## ② Examinee Information

*(Please Print)*

Examinee's Name \_\_\_\_\_

Company \_\_\_\_\_

Office Telephone \_\_\_\_\_

## ③ Proctor Information

Proctor's Name \_\_\_\_\_

Office Telephone \_\_\_\_\_

Title \_\_\_\_\_

Dept/Mailpoint \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

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 **post** or **fax** the white copy to:

**Registrar, Professional Certification  
Learning Tree International  
Mole Business Park  
Leatherhead, Surrey KT22 7AD  
Fax: 01372 364611**

***Please allow three business days for processing.***

A maximum of two Proctored Exams per Examinee can be in process at any given time.

### Registrar Use Only

Certification Number \_\_\_\_\_

Date Sent \_\_\_\_\_

Date Received \_\_\_\_\_

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