

## Proctor Confirmation Form

Acceptable proctors are Faculty of a University or College, Principals of a Secondary or Primary School, Doctors, Certified Teachers, Lawyers or professional engineers. The student is responsible for making sure that the proctor reads the following rules and regulations.

The student is to print out three copies of the proctor form and keep one for him/herself, give one to the proctor and send the signed copy to the testing institution. The Proctor form must be sent either by fax at 905-896-9252 or by mail to EduPros, 14 Hellensfield Cres., Etobicoke, Ontario, Canada, M9E 5E6. The proctored forms must be received two weeks prior to the examination date. Emailed forms will not be accepted. If the signed proctored form is not received by the due date, the proctored exam may be cancelled.

### Student Information

Student First Name:

Student Last Name:

Student Date of Birth:

#### *Student Address*

Street:

City:

Province:

Postal Code/Zip

Country:

Date:

### Proctor Information

First Name:

Last Name:

#### *Address*

Street:

Apt.#:

City:

Country:

Province:

Postal Code/Zip:

Examination:

#### *Employer Information*

Employer Name:

#### *Employer Address*

Street:

Suite:

City:

Province:

Postal Code/Zip:

Contact Telephone Number:

Contact Email:

Have you proctored before?

If yes, for what institution:

**I agree with the following rules and regulations:**

Proctor is to

- confirm the arrangement including the date, place and time of the examination, with the student
- confirm that the proctoring has been received and approved by the institution
- be present during the entire examination.
- stop the examination immediately due to the student's improper conduct
- email an incident report to the testing institution.
- judge whether or not an exam should be terminated based on extreme testing environment irregularities, that are not resolvable, such as the room is too hot or cold or too noisy
- If the student wishes to continue to write the exam under extreme irregularities, the proctor is to write a note to the testing institution the same day as the examination
- make sure the student understands the proctor's conditions of participating
- sign the proctoring form

The proctor further understands that the student

- is not permitted to make any notes during the examination
- is to work on the computer only
- is to adhere to the given time limit
- not copy from another student exam
- not use any support material such as books, scrap paper, pen/pencil, recording or Internet resources
- not to copy any part of EELPT test
- not to solicit advice from the proctor, another student or anybody present during the examination
- not to substitute for another person during the exam
- understands that the time management is the entire responsibility of the student

**and I certify that I am a suitable proctor for this student.**

Date:

Proctor Signature:

Student Signature:

\*Any proctoring fees charged are the student's responsibility.