

Professional Certification Program

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 and Time. 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 at right.
- Using the prepaid, preaddressed 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

(Please Print)

Examinee's Name _____

Company _____

Office Telephone _____

3 Proctor Information

Proctor's Name _____

Office Telephone _____

Title _____

Dept./Mail stop _____

Company _____

Street Address _____
(no P.O. Boxes please)

City/State/Zip _____

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

4 Exam and Course Information

Proctored Exam Date* _____ Time _____

Course Number _____

Course Title _____

*Please indicate the time for exams to be proctored at a Learning Tree Education Center or if taking a 3rd Party certification 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 Exam Retake Policy

We allow a maximum of 3 attempts for a course exam before one must repeat the course. College credit cannot be earned after 3 unsuccessful attempts.

7 What to Do Next

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

Registrar, Professional Certification
Learning Tree International
1831 Michael Faraday Drive
Reston, VA 20190-5304
exams@learningtree.com
Fax: (800) 709-6405

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 _____

Need assistance? Please call or fax:

 **1-800-THE-TREE**
(1-800-843-8733)

 **1-800-709-6405**

 **exams@learningtree.com**
www.learningtree.com