

Professional Certification Program Proctored Examination Request Form



This Proctored Examination Request Form Does Not Apply to Some Courses Including ITIL® and CISSP® Courses.

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

Exams cannot be proctored at our AnyWare Learning Centers (non Ed Center locations).

Proctored Exam Date: _____

Course Number: _____ Time*: _____

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

For ACE CREDIT recommendation (Effective January 1, 2013):

If an attendee fails the course exam, they must retake the course in order to retake the exam.

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:

**Mail: Registrar, Professional Certification
Learning Tree International
1831 Michael Faraday Drive
Reston, VA 20190-5304**

E-mail: 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.

Questions?

Please call **1-800-843-8733** to speak with one of our experienced training advisors who will happily answer any questions you may have.

E-mail: **Exams@LearningTree.com**

Or go to: **LearningTree.com**

Registrar Use Only

Reg. Number: _____

Date Sent: _____ Date Received: _____