



Proctor Affidavit

PROCTOR INFORMATION:

FIRST NAME		MIDDLE INITIAL	LAST NAME	
JOB TITLE				
FACILITY NAME				
FACILITY ADDRESS or direct mailing address to your office, if different than facility address				
CITY		STATE	ZIP	LAST 4 DIGITS OF SOCIAL SECURITY # _ _ _ _
PHONE NUMBER		E-MAIL ADDRESS		

PROCTOR AGREEMENT:

- I hereby agree to serve as a MECH test proctor. I swear to the following: *Indicate agreement by checking each box below.*
- I am not an employee of a maintenance department, and do not report to facilities management.
 - I have read and understand the Proctor Guide and any instructions provided, and will comply with all policies.
 - I am able to handle candidate applications and payments, if necessary.
 - I will coordinate a test date and receive MECH approval at least 60 business days in advance.
 - I will receive approval from MECH for any variance in the test procedures prior to proctoring the test.
 - I am personally able to receive, store and ship test materials, following all policies to ensure test security.
 - I will administer the test, following all procedures carefully.
 - I will report any and all instances of changes in test conditions during the test.
 - I will not hold test materials longer than ten (10) days.

My signature below affirms that I agree to comply with all MECH policies and requirements. I understand that failure to do so may result in penalties including my removal as proctor, forfeiture of test results and monetary fines.

PROCTOR SIGNATURE
DATE

NOTARY:

NAME (please print)	
<i>Proctor remains authorized for one year from this date.</i>	DATE of NOTARIZATION
SIGNATURE	

FACILITY AUTHORIZATION:

We here undersigned designate the employee named above to represent MECH for one year from the date of notarization as a Proctor, responsible for all MECH testing and communication conducted in our institution.

We understand that communication relative to testing, score results and other MECH requirements are to be conducted under the National Right To Privacy legislation and other applicable state and local regulations. The proctor is the only person authorized to receive and hold test materials. The negligent loss or unauthorized copying, sharing, or reusing of any test booklet, test question, or answer sheet by any means is prohibited and will be prosecuted.

PROCTOR'S DIRECT SUPERVISOR:

NAME (please print)	
TITLE	DATE
SIGNATURE	

FACILITY ADMINISTRATOR:

Must not be the same person as Proctor's Direct Supervisor.

NAME (please print)	
TITLE	DATE
SIGNATURE	

SEAL: