



# STEP Test Proctor Affidavit

## PROCTOR INFORMATION:

FIRST NAME	MIDDLE INITIAL	LAST NAME	
JOB TITLE			
FACILITY NAME			
FACILITY ADDRESS			
CITY		STATE	ZIP
PHONE NUMBER	E-MAIL ADDRESS		

## PROCTOR AGREEMENT:

I hereby agree to serve as the proctor for the STEP Test. I swear to the following: *Indicate agreement by checking each box.*

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|---|--|
| <p><input type="checkbox"/> I am not currently an authorized MECH Certification Proctor, or submitting an affidavit to administer the MECH Certification test.</p> <p><input type="checkbox"/> I understand that the unauthorized <b>copying, sharing, or reusing</b> of any test booklet, test question, or answer sheet by any means is prohibited under penalty of copyright law. This includes, but is not limited to, photocopying, recording, using a camera/camera phone, and any digital means of sharing, messaging, emailing or posting test content via the Internet.</p> <p><input type="checkbox"/> I will not allow access to the test materials by anyone other than the examinees when they are taking the test.</p> <p><input type="checkbox"/> I will not divulge the contents of the test materials to any person through verbal, written, or any other means of communication.</p> <p><input type="checkbox"/> I will administer and return all tests within 10 days of receiving test material. Unused test material will be returned unopened at the end of 10 days. Returns of unused test material are subject to a \$30 fee.</p> | <p><input type="checkbox"/> I understand that only examinees who are testing and myself may be in the room when the test is being administered.</p> <p><input type="checkbox"/> I will not review any test questions, independently or with any other person at any time. This includes providing any type of assistance to examinees that may affect their responses.</p> <p><input type="checkbox"/> I will collect and account for all materials following test administration, including test booklet, answer sheet and scratch paper, and will not permit examinees to remove any test materials by any means from the room where testing takes place.</p> <p><input type="checkbox"/> I will seal all test materials, used or unused, in the mailing envelope and place in the mail to MECH immediately upon completion of testing.</p> <p><input type="checkbox"/> I understand that failure to comply with all MECH policies and requirements may result in forfeiture of STEP Test results without refund. Incidents of test material loss or unauthorized copying are subject to monetary fines.</p> |
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My signature below affirms that I agree to comply with all MECH policies and requirements.

PROCTOR SIGNATURE	DATE
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**EMAIL THIS FORM TO:** [mech@mech-certification.org](mailto:mech@mech-certification.org)

**Or mail printed form to:**

MECH Certification  
13843 Lincoln Street  
Grand Haven, MI 49417

**For questions or further information:**

[mech@mech-certification.org](mailto:mech@mech-certification.org)  
(616) 662 - 1315  
[www.mech-certification.org](http://www.mech-certification.org)