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PLEASE TYPE or PRINT NEATLY

Fax to 207-873-0118 (no coversheet required) or Email to Certifications@FinancialLit.org

PROCTOR AGREEMENT

I, _____, understand the responsibilities and duties involved in proctoring exams. I promise to uphold the validity of the testing process and will direct my full attention to see this process through to completion.

This includes:

- Monitoring the prevention of cheating. The exam is a closed book exam.
- Making sure the exams are secured and not tampered with, both before, and after testing.
- Ensuring that no copies are made of the exam.
- Ensuring valid picture ID is presented by the examinee, and a copy is made and returned with exam.
- Ensuring that the testing site is conducive to concentration.
- Ensuring that the person serving as proctor is not currently, nor will at a future date, seek certification.
- Ensuring that the proctor does not have supervisory or management responsibility over the candidate.
- Ensuring that the proctor does not have a reporting relationship to the certificate candidate.
- Ensuring that the proctor does not have a spousal or familial relationship to the certificate candidate.
- Ensuring that exams are postmarked and mailed within five business days from date administered.

Proctor for (group or individual, by name) _____

Print Name: _____

Mailing address (where proctor will receive exams): _____

Date of Exam (if not yet scheduled, please email us once a date is set): _____

Signature: _____ Date: _____

Mail completed exams to:

Fincert.org
% Institute for Financial Literacy
P.O. Box 1842
Portland, ME 04104