



Proctor Registration Form

This form is to be submitted before November 11, 2011 (for District Conference Online Testing) and AGAIN before February 1, 2012 (for State Conference Online Testing).

Be sure to fill in your testing dates.

1. Prior to selecting a Proctor for your exams, please carefully read the Proctor selection criteria documented in the online testing policies and procedures section.
2. For extended testing periods or other special circumstances, you may use one or more Assistant Proctors. Assistant Proctors must meet the same criteria as the Lead Proctor. Only the Lead Proctor is to be registered in advance, and only the Lead Proctor will have a login to the WebXam web site.
3. A Proctor may oversee testing for a maximum of 40 examinees. If your site will test more than 40 at any single point in time, an appropriate number of Assistant Proctors must be used. At the conclusion of the examinations, only the Proctor must submit via fax the Exam Certification form.
4. Complete and fax this form to Michigan DECA at 734-487-4329.

Please TYPE:

Chapter Advisor/Test Coordinator: _____
Last Name First Name

Chapter: _____

(_____) _____
 Business or Preferred Telephone Number

(_____) _____
 Fax Number *(testing information will be sent here)*

Exam Date(s): _____
 List up to a maximum of two testing dates during the conference testing window.

Lead Proctor: _____
Last Name First Name

(_____) _____
 Business or Preferred Telephone Number

 Proctor's Occupation / Title

 Proctor's Email Address *(testing information will be sent here)*

With my signature below, I certify that the lead proctor scheduled for the above exam date(s) meets all criteria set for in Michigan DECA Online Testing policies, that said proctor has agreed to supervise testing on this date(s), and to abide by all policies of the program.

 Signature of Advisor / Chapter Test Coordinator

 Date