



# Exam Certification Form

**Thank you for assisting with this comprehensive exam! Your time is appreciated by all of us working to establish a reliable testing opportunity for our members.**

This form is to be completed only by the individual responsible for **Proctoring** the online exams. Examinees must be listed on part two of this form to be eligible for consideration in Michigan DECA's competitive event program.

### Instructions

1. There are two parts to this form. Both should be completed during the exam process.
2. Part two (Roster of Examinees) may be duplicated as needed.
3. Please number each page in the space provided at the top of the form.
4. After completion, please fax the forms to 734-487-4329 or scan and email to aday7@emich.edu **after the last student has tested for your school/chapter.**

**IMPORTANT: Only** examinees listed on Part Two (Roster of Examinees) will be considered for recognition. Please be certain that all examinees are properly listed. **Please PRINT all information to ensure readability.**

Total Number of Students Tested: \_\_\_\_\_

List any students that did not/will not take the test, and should be dropped (*those not already dropped*):

\_\_\_\_\_

\_\_\_\_\_

School: \_\_\_\_\_ Date(s) of Exam: \_\_\_\_\_

Name(s) of Lead/Assistant Proctor: \_\_\_\_\_

Proctor's Contact Information: (\_\_\_\_\_) \_\_\_\_\_

School Telephone Number E-mail Address

**With my signatures below, I certify that I have read the *Policies and Procedures for Proctoring Michigan DECA Online Exams* and that I met all criteria to serve as a Lead Proctor. All exams under my supervision on this date were administered in accordance with the testing procedures.**

**I was in the testing room the entire time that students tested.** → \_\_\_\_\_

*Proctor Signature (required)*

**I watched to make sure students did not use any resources during testing (i.e., cell phones, websites, textbooks, notes).** → \_\_\_\_\_

*Proctor Signature (required)*

**Signatures are required.**