POST-TESTING EXAM CERTIFICATION FORM

PROCTORS: SUBMIT THIS FORM AFTER LAST STUDENT HAS COMPLETED TESTING

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.

Instructions

1. Submit this form only after the last student has completed taking the online test.
1. Complete this form and obtain the required administrator's signature.
2. Include the Testing Roster page(s) which are printed from the Test Portal, and make sure each student has signed in the space in their row under the column named 'comments'.
3. After completion, please scan and email to **mconley6@emich.edu with the subject of TESTING FORM**

Only examinees listed on the testing roster and competing at the conference will be considered for recognition. Please be certain that all examinees have signed the roster. Please PRINT all information to ensure readability.

List any testing irregularities, hardware issues, network issues, or major interruptions to your testing:
By identifying these issues now, this will help us improve our process when looking at irregularities that have been flagged by the testing portal.

_____
School

_____ _____
Total Number of Students Tested Date(s) of Exam

_____
Name(s) of Lead/Assistant Proctor

_____ _____
Proctor's Telephone Number Proctor's 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 monitored to make sure students did not use any resources during testing (i.e., cell phones, websites, textbooks, notes). → _____
Proctor Signature (required)

All Signatures are required. → _____
Principal or Assistant Principal Signature (required)