

Proctor Agreement

Instructions for the applicant

Please complete the information below. Then ask your proctor to complete the rest of the form, and include the completed form with your application to write the SOUL certification examination.

Applicant's Name _____

Mailing Address _____

Phone _____ Fax _____ E-mail _____

Instructions for the proctor

Please complete the following information, read and sign the agreement, and return it to the applicant.

If you have any questions please e-mail us at info@organiclandcare.org

Name _____

Occupation _____

Employer _____

Mailing Address _____

Phone _____ E-mail _____

Agreement:

I am a public or private school principal, or have been directly appointed by a public or private school principal to be his/her delegate to proctor this examination.

I am not a relative of the applicant, nor do I reside at the same address as the applicant.

I agree to serve as an examination proctor for the above applicant to the SOUL certification exam. The examination has been scheduled for:

Date and time _____

Location _____

I agree to:

- Treat examination materials as confidential and keep them secure at all times
- Make no copies of the examination, nor allow others to do so
- Confirm the applicant's identify through picture ID immediately prior to administering the examination
- Remain within supervisory distance of the applicant throughout the examination
- Administer the exam within the allowable time
- Ensure that the applicant does not confer with others, nor refers to reference material of any kind during the examination
- Complete the test submission form which is part of the examination package
- Mail or courier the completed examination, test submission form and all other documentation related to the examination to the address provided in the examination package
- Return all documentation within 1 day of completion of the examination
- Return all documentation within 3 weeks of receipt if the examination has not been written.

Signed _____

Name _____

Date _____