



PROCTOR AFFIDAVIT For On-Line Virginia Courses

Proctor's Name: _____ Student's Name: _____
Address: _____ Address: _____
City: _____ City: _____
State: & Zip: _____ State & Zip: _____
Phone: _____ Phone: _____

The Proctor must agree to the following:

1. The proctor is not in any way related to the student.
2. The proctor will not benefit in any way if the student being proctored passes the course end-of-course exam.
3. The proctor agrees to accept the exam from Cooke Real Estate School and not to disclose the exam in anyway to the student before the student takes the exam.
4. The proctor will set up an exam date and time and to provide the exam to the student.
5. The proctor will make sure the student understands the directions enclosed with the exam package regarding taking the exam.
6. The proctor will monitor the student during the exam process.
7. The proctor will verify that the student name on the Student Affidavit is that person.
8. The proctor must observe the student and the student must complete the exam without any assistance, including textbooks or notes.
9. The student is able to have a basic calculator and scratch paper.
10. The proctor is responsible for mailing back the exam and the answer sheet to the school so the school can grade the end-of-course exam. (A postage paid envelope is provided for mailing the package back to the school.)
11. The proctor must sign and have notarized the following statement.

I certify, that I personally monitored _____ taking the _____ (course taken) end-of-course exam without any assistance or support material and I, as proctor, complied to all of the above.

Proctor's Signature

NOTARY:
STATE OF: _____

COUNTY OF: _____

Taken, subscribed and sworn before me this ____ day of ____, 20__

My Commission expires _____

Notary Public

Administrative Office:

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