

Affidavit and Agreement for Proctors and Test Administrators

(for use with “paper-and-pencil” exams)



Exam Location— City: _____ State: _____

Each of the undersigned, separately, with intent to be legally bound, in consideration of proctoring and administering examinations in agreement with the provisions in The Institutes’ Test Administrators Guide (TAG), under oath certify, attest, pledge, swear, and affirm that:

- The examinations were administered in accordance with the policies, procedures, and standards set forth in The Institutes’ TAG, which is incorporated herein by reference.
- The undersigned is a disinterested third party with no financial interest in the performance of an examinee. Family members, spouses, or anyone in direct line of supervision with an examinee did not administer the examination.
- The undersigned meet(s) the proctor requirements of any applicable governing bodies and the continuing education (CE) proctor requirements of applicable licensing states or jurisdictions if the examinee seeks to earn CE credit, as set forth in the Proctor Requirements for Continuing Education (CE) chart posted on The Institutes’ website, TheInstitutes.org.
- The examinee(s) remained under the constant supervision of the test administrator(s) and The Institutes’ time standards were followed.
- The undersigned did not change, interpret, or waive any examination questions.
- The undersigned witnessed that the examinee(s) received no assistance in answering examination questions.
- The undersigned witnessed that the examinee(s) used neither notes nor other prohibited study aids, did not copy or photograph questions, did not give answers to or receive answers from others, and did not engage in other behavior that violates The Institutes’ testing policies, procedures, and standards.
- The undersigned stored examination booklets in a safe place and did not share them with or make them available to anyone until the dates and times designated for their administrations.
- Students turned in their examinations to the undersigned. The undersigned did not reopen, review, edit, correct, or copy the examinations after time expired for them.
- The undersigned placed examination questions in envelopes or similar shipping parcels immediately after conclusion of the examinations.

The undersigned agree(s) that should The Institutes find that the above certifications were not made in good faith, The Institutes may declare the corresponding examinations invalid and take such other action as it deems appropriate in its sole discretion, with full recourse under all applicable laws. The undersigned understands that dishonesty in the above certifications may subject the undersigned to penalties under applicable laws concerning perjury and professional rules of conduct; and that The Institutes conduct ongoing data forensics to identify response patterns to examination questions and may invalidate any testing results that indicate testing irregularity.

****If examinees are seeking CE for a New York license, a test administrator’s signature and New York State Approved Monitor Number are required for each testing date.****

Signatures of Proctors and Test Administrators

Signature	Print Full Name	Email Address	Employer's Name	New York Monitor # (if applicable)	Exam Date