

Proctor Certification

This form goes to the proctor and gets sent back to Liahona

Thank you for agreeing to supervise a Liahona Distance Education examination. Please take a moment to complete this certification form and fax it to: Liahona Academy at 801-785-4723.

Once we receive your completed form, you will be notified via email concerning your approval status within two business days.

This certification will be valid for one year, at which point you will need to complete a new form to remain a certified proctor for our school.

This form **MAY NOT** be completed by anyone other than the person applying to become a certified proctor. Students **MAY NOT** fill out this form for their proctor. If this is done, the form will become invalid and the proctor will be immediately rejected.

- I certify that I will completed this form for myself to become a certified proctor with Liahona Academy. I also certify that all information given will be my own, and I will not give any false information to the best of my knowledge.

Proctors may **NOT** be any of the following:

- Relative or friend of student
- Employer of student
- Personal tutor of student
- Ecclesiastical leader if related to the student
- Athletic Coach, assistant coach, athletic administrator, or athletic academic counselor
- Someone with an invested interested in the student's eligibility to compete in extracurricular activities (i.e. sports, theater, choir, etc.)

- I certify that none of the above applies to me.

- I certify that I am **NOT** an athletic coach, athletic administrator, or athletic academic counselor. Whether it be part-time, I am not in any of these positions.

First Name:

Student First Name:

Last Name

Student Last Name:

E-Mail Address:

Phone Number:

Please select your title from the list below: (only those who currently hold one of the titles below are eligible to be proctors)

- Guidance Counselor/counseling staff
- Certified teacher
- School Principal or vice principal
- Librarian
- Superintendent or other administrator
- Principal or faculty of an LDS seminary or institute
- Embassy education officer
- Military base/station education officer
- Local college testing center staff or administration

If you feel your situation allows you to proctor and is not listed above, please call Liahona Academy at 801-785-7850 and ask for the Accreditation Department.

Exams must be administered at your school or educational facility---**NEVER** at your home or the student's home. Testing material will be sent to the address you provide below.

Name of School/ Educational Facility:
Address of School/ Educational Facility:
City:
State:
Zip Code:
Country:

Main Office phone number of the school/educational facility:

Exam Policies and Procedures

- The student must remain under the supervision of the proctor for the entire duration of the exam. If the student is uncomfortable with the proctoring situation (e.g. the setting in one-on-one with the proctor), a parent, friend or chaperone may be present, along with the proctor, so long as the student does not interact with that person during the exam. Receiving assistance from any person during an exam is considered cheating and is grounds for receiving a failing grade for the course.
- The student may not leave the room during the examination, except for an emergency.
- The exam must not be duplicated in any way.
- As the proctor, please mail back the exam in the envelope provided. Never give the exam back to the student to mail.
- If for some reason you are unable to proctor an exam after receiving it, please call Liahona Academy at 801-785-7850. Do not give the exam to another person or the student.
- If the student is suspected of cheating, call Liahona Academy as soon as possible.

You will receive additional instructions for administering the exam when the exam is mailed to you.

- I certify that I have read the above policies and procedures and that I will follow them to the best of my ability.

Signature of Proctor

Printed Name of Proctor