

# MIKE RUSS

FINANCIAL TRAINING CENTERS, INC.

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DRE Sponsor ID #S0156

## Proctor Request Form

### ***General Information (Student)***

If a Proctored exam is requested, it is the student's responsibility to obtain permission from the proctor. A proctor must be a person, not related to the student by blood, marriage, or any other relationship that would influence him/her from properly administering the examination. **The exam must be sent directly to the proctor.** This proctor request form must be filled out and mailed (address above) or emailed to [proctorrequest@gmail.com](mailto:proctorrequest@gmail.com)

### ***General Information (Proctor)***

If a Proctored exam is requested, it is the student's responsibility to obtain permission from the proctor. A proctor must be a person not related to the student by blood, marriage, or any other relationship that would influence him/her from properly administering the examination. The exam will be sent directly to you (the proctor) at the e-mail or address listed below. The examinee is allowed 3 hours to complete the 100-question OPEN-BOOK exam. Upon completion you will need to return the original test answer sheet, and Certification of Test Administrator.

## **Proctor Request**

Please WRITE LEGIBLY

I \_\_\_\_\_ would like to request that my final examination for  
(Students First and Last Name)

\_\_\_\_\_ be sent to the following to be proctored:  
(Course Name include Edition - i.e. Real Estate Principles 8<sup>th</sup> Edition)

\_\_\_\_\_  
(Students Email)

\_\_\_\_\_  
(Date)

I would like the test to be sent via MAIL: \_\_\_\_\_  
(PLEASE CHECK ONE)

Proctor Name: \_\_\_\_\_

Proctor E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Student Certification**

I certify that the above named proctor is not related to me by blood, marriage, or any other relationship that would influence him/her from properly administering the examination.

\_\_\_\_\_  
Student Signature