

PROCTOR INFORMATION

Proctors May Be Any of the Following:

- Education official or teacher at a community college, university, elementary or secondary school
- Librarian
- Educational counselor
- A member of the clergy
- Work place education or staff director of human services training director
- Test administrator
- Police officer
- Educational services officer (military)
- Senior management or immediate supervisor from the student's place of employment
- Other responsible individuals are approved on a case-by-case basis

Proctors May Not Be:

- A relative of the student
- A resident at the same address as the student
- An owner of a home-based business

To select a proctor, simply fill out the Proctor Request Form below. Mail the completed form to Allied Business Schools in the envelope marked 'Proctor'. Upon receipt of the Proctor Form, Allied will forward the final examination materials to the Proctor.

When you have completed the final examination at the proctor's business establishment, the proctor will do the following:

- make a copy of the test answer sheet (in case of loss)
- place the exam, the answer sheet and the proctor form into the provided pre-addressed postage paid envelope
- mail the envelope at the nearest U.S. mail box.

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PROCTOR FORM — FINAL EXAMINATION

Student Name: _____

Student Telephone Number: _____

Course Title: MEDICAL KEYBOARDING

Proctor Name: _____

Proctor Telephone Number: _____

Proctor Company Name: _____

Proctor Address: _____

*Mail this document to: Allied Business Schools, Inc., 22952 Alcalde Drive, Laguna Hills, California 92653
(Allow 3 to 4 days for U.S. mail delivery.)*

Note: Do not mail in proctor form until you have completed all assignments.