

CARLSON INSTITUTE
TEST CERTIFICATION FORM

Course _____ Date course completed ____ / ____ / ____

Student _____ Student ID # _____

Proctor's Name _____

Thank you for agreeing to serve as a proctor for this course. Your responsibilities as a proctor are as follows:

I CERTIFY: (Please initial each statement)

___ The student did not have access to the supervised tests prior to the exams.

___ The student did not use books, notes, or other unauthorized materials during the exam, unless specifically authorized in the instructions for the exams.

___ The student completed the exams in the time allowed (2 hours per exam).

___ No coaching or assistance was given to the student in any way.

___ I corrected the tests/UPEs/exams.

PROCTOR'S SIGNATURE X _____ Date _____

The student may keep the Unit Progress Evaluation tests for future review purposes (this only applies to the open-book take home Unit Progress Evaluations tests found in ICIU Student Packets. All other progress evaluations, tests, and finals should be sent back to the Carlson Institute).

When the student completes the course, mail all materials listed on the back of this form. If you have any questions, please call and let us know.

Our mailing address is:

CARLSON INSTITUTE
North Central University
910 Elliot Ave. S.
Minneapolis, MN 55404
Phone: 612-343-4430
Fax: 612-343-4435

Attention Proctors!!!

When course is completed, check this list before you send materials to CARLSON INSTITUTE.

- ___ All Assignments (Originals-Scored).
- ___ All UPE Answer sheets (Originals-Scored).
- ___ Unit Test(s) Answer Sheets (Originals-Scored) and test originals.
- ___ Final Answer Sheets (Originals-Not Scored) and final examination original.
- ___ Test Certification Form, signed (on back of this form).
- ___ 2 Copies of Essay Project (to be turned in when student takes the last exam).
- ___ Student Evaluation of the course.

Please be sure the student has a copy of all answer sheets and essay(s); the mail is not always dependable.

If you have any questions regarding this, or if you did not receive all of the materials needed, please contact us. We are here to help you.

Thank you for your help.