

## Appraisal Institute Education Network Special Proctor Application and Agreement

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Please use this form to schedule a proctor session. The completed Proctor Application and Agreement must be received by the Education Network six (6) weeks prior to the scheduled examination date for challenges and three (3) weeks prior to the scheduled examination date for exams and online exams.

**Please check one: This is a**     **Re-Exam**     **Challenge Exam**     **Online Exam**     **Student Member Challenge**

Chapter Name

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Course Name

Exam Date and Time

Exam Location

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Proctor's Name and Designation for this Session

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Student's Name

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**Ship Examinations To: (no P.O. Boxes please)**

Company Name

Name of Recipient

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Address

City/State/Zip

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Phone

Fax

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**Proctor Agreement**

I certify that I have read and understand the Appraisal Institute's Proctor Guidelines (located at [www.appraisalinstitute.org/proctorguidelines](http://www.appraisalinstitute.org/proctorguidelines)) concerning the administration of Appraisal Institute course examinations. I agree to administer the examination(s) I am proctoring for the student listed above in accordance with these Guidelines.

**For staff members:** *By signing this form, I agree that I am not currently pursuing an appraisal education with the Appraisal Institute. If I decide to do so in the future, I will agree to sign a verification form that I have seen an Appraisal Institute exam, and will agree to take a different version of said exam.*

I further certify that I have not received a published disciplinary action from the Appraisal Institute and that the students I agreed to proctor are not related to me, are not employed by me (nor am I employed by him/her) nor do we work in the same office.

I understand that if I am found to be in violation of this agreement, this may be considered a violation of the Appraisal Institute's Code of Professional Ethics.

Proctor Name (print)

Proctor Signature

Date

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**Return this form to:**

Appraisal Institute  
Education Network Services  
550 W. Van Buren St., Suite 1000  
Chicago, IL 60607  
P 312-335-4100    F 312-335-4222