



Student Request for Exam Proctoring

TO THE STUDENT: Please complete the information in Part I. Submit this form to your selected proctoring site** for completion of Part II. Once we have received this completed form, we will forward an exam packet to the proctoring site and notify you that it has been sent. It is your responsibility to schedule your exam within the allotted time.

PART I _____ **REQUESTING:** **Level I** **Level II** **Level III**
Today's Date (Check One)

Student Name	LAST	FIRST	M.I.
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Company Name	Person Who Should Receive Exam Results
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Company Address	Suite or Floor
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City	State	Zip
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Phone	Fax	Student's Email
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PART II (To be completed by Proctoring Site Supervisor)

The student listed above is requesting proctoring services for a final examination. The student has completed an on-line training course of approximately 40 hours, and must pass this examination to receive professional certification as a Truss Technician. **The exam must be scheduled within one month of the date this application is originally submitted to the proctoring site. If you cannot comply with that requirement, please advise the student.**

This examination is Open Book-Open Note, and will last NOT MORE THAN FOUR (4) HOURS. Calculators ARE permitted. Personal computers are NOT permitted. The student is permitted to take up to two short (10 minute) breaks if needed. These breaks need not be supervised, but break time is INCLUDED in the 4 hour time limit. The majority of students can be expected to complete the exam within 3 hours. All exams must be collected at the end of 4 hours.

Please complete the information below, and return the form to the student. S/he will fax the form back to SBCA. Upon receipt of this form we will forward an exam packet directly to you (the proctor) within 1 week.

Proctoring Agency/Organization Name	Supervising Individual
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Address	Suite or Floor
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City	State	Zip
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Phone	Fax	Email
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If you have questions, please contact Trish Kutz at 608/310-6768. Thank You!

** The suggested exam proctoring site is your local public library. Please check with your library to confirm they offer this service. Alternate possibilities include banks or a notary public. If you are unable to locate a proctoring site, please contact SBCA. **All proctoring fees are the responsibility of the student and/or his/her company.**