COUNCIL FOR HOMEOPATHIC CERTIFICATION
TOGETHER WE'RE DEFINING THE PROFESSION

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PROCTOR AGREEMENT

Proctor Name _____ Position _____

Company Name - _____

Applicant(s) _____ Exam Date _____

_____

I agree to adhere to the guidelines in the Instructions for Administering the CHC Examination and to follow the procedures set out below.

_____ _____
Signature of Proctor Date

Mailing address for delivery of exam

Name: _____

Address: _____

_____

_____

Phone _____ FAX _____ Email _____

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RULES THAT APPLY TO THIS AGREEMENT

1. The proctoring must be done at a professional proctoring facility, such as a library, college testing center, etc., and the proctor must be affiliated with this facility.

2. The proctor will receive the examination materials by mail (or as otherwise delivered by an authorized agent of the CHC), and will keep them secure until the exam is formally taken at the scheduled time & place.

3. The proctor will administer the examination according to the instructions provided, including ensuring that the rules are understood and followed by all examinees.

4. After the examinees have completed all sections of the exam, the proctor will enclose and seal the examination papers in the return envelope provided, and mail them to the CHC office as soon as possible.