

SOUTH CAROLINA – AFFIDAVIT OF EXAM MONITOR

Section I – To be completed by Proctor/Instructor

I certify that I have verified the identification of the said agent named below. The agent completed the examination *independently* and *without the assistance of any course materials, other source material, advance review of the examination, or from any persons*. I certify that the exam answer sheet and all scratch paper given to the examinee were returned, and no copy of the examination(s) was/were made by the examinee. I also certify that I mailed/delivered the answer sheet and all other required materials to the vendor within 2 business days of the exam date.

Proctor's/Instructor's Printed Name: _____

Proctor/Instructor approval number: _____

Proctor/Instructor Business Mailing Address: _____

Day Time Phone Number: _____

Signature of Proctor/Instructor: _____

Section II – To be completed by Examinee

I certify that I took the examination(s) *independently* and *without the assistance of any course materials, other source material, advance review of the examination(s) or from any persons*. I did immediately, upon completion of the examination(s) return the exam, answer sheet and all scratch paper to _____. No copy of the examination(s) was/were made. (Name of Proctor/Instructor)

Date Exam Taken: _____

Examinee's Printed Name: _____

Examinee's Signature: _____

Examinee's Social Security Number: _____

Section III – To be completed by Examinee

If you participated in a classroom review session, please answer the following questions:

_____ I did participate in a classroom review session

Name of the instructor(s) who conducted my review session: _____

Date/time location of review session: _____

Length of review session: _____

Did you receive your course material at least 7 days in advance of the review session? _____ If no, when did you receive the course material? _____

*Please note: The sponsor/vendor must send a copy of this affidavit with the completed class roster to the CE Recordkeeper.
SCID Form 3616*