

**Proctor Certification Form**  
**Maryland FBLA Online Testing**



As a Proctor for the FBLA 2022 online events, I certify that the following statements are true:

1. I received a correspondence with log in information for each competitor.
2. I administered the test(s) on the following date(s): \_\_\_\_\_  
\_\_\_\_\_
3. I watched the competitor(s) complete the tests online.
4. I was the only person in the room, other than the competitor(s) and additional proctor(s), during the testing.
5. I gave no help to the competitor(s) beyond that allowed in the instructions (i.e., equipment problems).
6. I verify that the competitor(s) used no textbook, reference materials, or calculators other than four-function calculators.
7. I attest to the fact that no test materials were saved, copied, or printed in any way, and no test materials remain in my possession or in the possession of anyone else at this location.
8. I certify that each participant completed his/her test in one session.
9. I made sure that team members tested independently at the same time/location, with no collaboration between them in Parliamentary Procedures.
10. I made sure that team members tested as a team at the same time/location, with collaboration between them in Banking & Financial Systems, Business Ethics, Business Management, Entrepreneurship, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Information Systems, Marketing, Network Design, Sports & Entertainment Management.
11. I verified that no cell phones or electronic devices were used by students during testing.

Proctor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Proctor's Name (Print) \_\_\_\_\_ Title/Position \_\_\_\_\_

Address (Street/P.O.) \_\_\_\_\_ (City/State/Zip) \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_ School \_\_\_\_\_