

# Affidavit of Exam Monitor (MS)

(To be completed and signed by exam monitor)  
Fax to The CE Depot at **770-509-8950**

Self-study courses where successful completion is determined by a final exam must have a monitored examination. The monitor can be an impartial person who is not concerned with the result of the examination or the success of the student. The monitor cannot be related (by family) to the student. (Some examples are: Teachers. Librarians. Church Leaders. Neighbors, etc.)

1. The final examination must be provided to you in a separate, sealed provider envelope and only opened by you when the student is ready to start the examination. Upon completion of the examination, you should place the exam in the envelope provided and mail it to the provider organization.

2. Name of Student: \_\_\_\_\_

Is the student known to you?                      Yes                      No

If no, please confirm the name of the student by using a photo identification.

If yes, briefly describe your affiliation with the student:

\_\_\_\_\_  
\_\_\_\_\_

3. Date Exam Taken: \_\_\_\_\_

4. Please certify completion of the examination:

I hereby certify that I verified the identification of the student and administered the final examination and I certify that it was completed without assistance or outside help of any kind.

Signature of Person Administering Exam: X \_\_\_\_\_

(Please sign in ink only.)

Monitor's Printed Name: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_



3230 Normandy Circle, NE, Marietta, GA 30062 (770-509-8373)