



Proctored Re-Test Request Form

Who is eligible to take a re-test?

Students who have failed a class exam are allowed one opportunity to re-test. When the student is unable to re-test at our Washington, DC Training Center, an approved proctor may administer the exam.

What is a proctor and who can be one:

A proctor is someone who agrees to receive and safeguard the exam package, administer the re-test to the student and return the package to Management Concepts. Proctors can be the student's supervisor, manager or training officer.

How does the process work?

The student is responsible for making arrangements with someone to serve as the proctor for their exam. Together, the student and the proctor will determine the exam date. Once the exam date has been determined, the student will fill out the form below, which both the student and the protector will sign. The completed form must be mailed or e-mailed to Management Concepts so that it is received at least five business days prior to the exam date. Upon receipt of the signed form, an examination packet will be mailed to the proctor. The examination packet will include the exam, answer form, and directions. The examination packet will arrive at least one business day prior to the exam date. The proctor will administer the exam following the agreed upon date and exam conditions listed below. Upon completion of the exam, the proctor will return the exam and the completed answer form to Management Concepts via a traceable mail system (FedEx, UPS, or Certified Mail). **All completed re-tests must be received within 5 days of the exam date or the exam will be void.**

Student Information	Proctor Information
Name:	Name:
Organization:	Organization:
Work phone:	Work phone:
Proctored exam date:	Title/Relationship to student: (Supervisor, Manager, Training Officer):
Course name/number:	Mailing address:
Original date and course location:	City, State, Zip:

Exam Conditions Agreement:

By signing below, the student and the proctor agree to the following conditions:

- The proctor will provide a quiet, private location in which to administer the exam
- The proctor will adhere to the specific testing instructions included in the exam packet
- The proctor may not provide assistance to the student in any manner, including interpretation of questions
- The exam and answer sheet may not be shared with anyone, copied, or retained in any manner

Student's Signature

Proctor's Signature

Please mail the completed form to Management Concepts, Student Records, 8230 Leesburg Pike, Suite 800, Tysons Corner, VA 22182 or e-mail this form to studentrecords@managementconcepts.com

For Student Records Internal Use Only:

Registration Number and Student ID:	
Request Form Received:	
Exam Packet Sent:	
Completed Exam Received:	