

# Minnesota State Board of Assessors

## Exam Proctor Affidavit

EPA

EXAM INFORMATION

Name of Exam		Date and Time of Exam Completion
Prospective Employer or Other Sponsoring Organization for Student		
Company and Address (where exam was completed)		
City	State	ZIP Code
Phone	Email	

STUDENT INFORMATION

Student's Full Legal Name (printed)		Date of Birth (    /    /    )
Business Address		
City	State	ZIP Code
Mailing Address (if different than above)		
City	State	ZIP Code
Phone	Email	
<i>I certify that I personally completed the above-named exam without outside assistance of any kind.</i>		
Signature of Student		Date (must match exam) (    /    /    )

PROCTOR INFORMATION

Proctor's Full Legal Name (printed)		
Your Relationship to the Student <b>and</b> to the Student's Prospective Employer or Sponsoring Organization		
Are you being compensated to proctor this exam? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer and Job Title		
Business Address		
City	State	ZIP Code
Business/Daytime Phone	Email	
Print Student Name		
<i>I certify that I am a disinterested third party with no conflict of interest and that I: verified the identity of the above-named student (i.e., valid photo ID); ensured that the exam was completed without outside assistance of any kind (i.e.; human, study material, notes, computer, cell phone, etc.); and physically monitored the student throughout the entire exam process.</i>		
Signature of Proctor		Date (must match exam) (    /    /    )

## Exam Proctor Affidavit Instructions

A completed Exam Proctor Affidavit must be included with the course completion certificate for any on-line course when the exam is not proctored by the sponsoring organization. Submit the completed Exam Proctor Affidavit and the course completion certificate to the assessors "online assessors account" in the Assessor Licensing System.

### Use of Information

The Minnesota State Board of Assessors (the "Board") uses the information requested on this affidavit to verify that a disinterested third party has proctored the exam you have taken in order to either obtain or upgrade your assessor's license. You are not required to provide any of this information. However, if you do not, your license may not be granted. If the information is incomplete or inaccurate, this may delay the initial granting or upgrading of your license.

You are asked to provide a designated residence or business address and telephone number that will be used to contact you in connection with this affidavit. By providing a designated address other than your home address you consent to accept personal service of process by service on the Board for legal or administrative proceedings in connection with this affidavit.

If this affidavit is being provided as part of an initial license application, all of the information on this form except for your designated address is private while the Board reviews your application. Only the Board can have access to the private information. Once your license has been granted, all information that you provided on this application except for a non-designated address, becomes public. Your non-designated address remains private. A non-designated address is an address that you provided that is not the address that you chose for the Board to send correspondence to you.

If you already have a current assessor's license all information except for your non-designated address is public.

The Board may release private data if it determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.