



Proctor Request Form

Ideally, the Proctor should be a superior from the Candidate's office, who meets the following criteria:

- a) Acceptable proctors are non-related persons with a professional designation - that is people who are bound by a Code of Ethics. (e.g. P.Eng., P.Geo., RPF, ASCT, C.Tech., BCLS, CGA; Medical Doctor, Architect (MAIBC) or a Professor/Instructor/Teacher at a University/College/Elementary or High School.
- b) Proctors may not be co-workers at the same job classification, relatives, family members, roommates or significant others. Proctors may not act for each other, but one Proctor can act for multiple Candidates.

In exceptional circumstances and with permission from the Education Committee, the Proctor may be someone, other than those qualified and listed above, the Candidate designates who is willing to certify that the Candidate wrote the examination under the terms and conditions set out by the Education Committee. Note that the Education Committee and the MMCD reserve the right to accept or reject any proposed Proctor in their sole discretion and without need to provide reasons.

Exam Details:

- Completion of the CCA course is required prior to writing the examination.
- The examination is to be conducted in one sitting of **maximum four (4) hour duration**.
- The examination should take place in a well ventilated, heated, room where the candidate will not be disturbed by surrounding noises.

Student Information

Student Name: _____
Address: _____
City: _____ Prov: _____ Postal Code: _____
Phone: _____ Email: _____
Date student will write exam: _____

Proctor Qualification

Proctor Name: _____
Address: _____
City: _____ Prov: _____ Postal Code: _____
Phone: _____ Email: _____

Which of the professional qualifications listed on this form are you entitled to use:

Professional relationship to the Candidate: _____

Personal relationship with the Candidate: _____

Form must be submitted to the MMCD office for exam preparation

MMCD ASSOCIATION

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