

AFLCA INDEPENDENT EXAM PROCTOR FORM

If you would like to write an exam at an independent site, you must provide the following information.

Find an appropriate proctor to oversee the exam (an AFLCA Trainer or Alberta Vocational College proctor).

AFLCA **must** approve all exam proctors.

Complete this form and upload it when registering for the exam through the online store at **least 3 weeks prior** to the exam date. The AFLCA office will confirm the proctor and send the exam package to them.

Mailing Address: AFLCA c/o Provincial Fitness Unit
Faculty of Physical Education and Recreation
University of Alberta
Edmonton, AB T6G 2H9

Email: info@provincialfitnessunit.ca

Fax: 780-455-2264

Important Instructions for Use:

1. Save this document to your computer
2. Complete the following fields
3. Save again to your computer
4. Attach the document to your registration

PROCTOR INFORMATION: this information will be used to send out the exam package to the proctor. Please ensure that the information is entered correctly.

Proctor Name: _____

Occupation: _____ Company: _____

Address: _____ City: _____ Prov: _____ Postal Code: _____

Phone: _____ Email: _____

EXAM CANDIDATE INFORMATION

Exam Candidate Name: _____

Address: _____ City: _____ Prov: _____ Postal Code: _____

Phone: _____ Email: _____

EXAM INFORMATION: this information is agreed upon between the exam candidate and the proctor. These decisions must be made **prior** to exam registration. Please contact the Exam Proctor regarding time of exam, room location, etc.

Exam Date: _____ Exam Location: _____

The cost for an independent exam is \$75.00 and is covered by the Exam Candidate.
Note: Additional costs may apply as proctors may charge a fee.

**For more information call:
1-866-FIT-UNIT or (780) 492-4435
www.provincialfitnessunit.ca**

