

DEPUTY AND PROCTOR CERTIFICATE

Regents Examinations, Regents Competency Tests, and Proficiency Examinations

BEDS Code _____ School Name _____
City _____ Examination Period _____
(Month/Year)

We, the undersigned deputies and proctors who assisted in the administration of Regents Examinations, Regents Competency Tests, and Proficiency Examinations, hereby declare our belief in the correctness of the following statement:

The rules and regulations for administering each examination were fully and faithfully observed, and in particular:

1. The rules for administering each examination were read to or read by each person who assisted in administering the examinations.
2. Each examination was held on the day and within the hours prescribed.
3. The examinations were kept in the sealed packages until the exact day and hour prescribed for opening the packages.
4. The students were given appropriate instructions and orientation before beginning each examination.
5. The students were so seated as to prevent collusion.
6. Adequate supervision was maintained throughout the administration of each examination.
7. The answer papers were collected from the students immediately at the close of each examination and properly safeguarded.
8. The answer papers were scored in accordance with the detailed instructions provided in the rating guides and scoring keys.

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|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

(Attach additional sheets when necessary.)