

Proctor/Instructor Agreement of Responsibilities

- Ensure all exams are secured prior to the exam to protect the exam integrity
- Provide a quiet testing room free from disturbances
- Room doors must be closed once exam is in progress
- Phone calls are strictly prohibited for both proctor/instructor and examinee during exam times
- The room should have adequate space for each examinee and have sufficient space for writing during exams
- Prior to distributing exams read the “instructions” page below to the examinees
- Proctors must remain in room during the exam
- Ensure that only one examinee leaves the exam room at a time
- Proctors must make certain that examinees do not inadvertently or advertently share their answers with other examinees
- Check answer sheet to verify all information is filled in correctly on the exam sheet
 - Confirm Name, photo and TIN match the Florida Driver’s License or other Florida Identification Card Name and contact information is filled in and legible
 - TIN is filled in and legible
 - Exam code matches the exam given
- Ensure all test forms are compiled and returned to the MOT Provider
- To maintain the integrity of the exam questions ensure all exam question booklets are shredded or otherwise destroyed after testing
 - NOTE: Each exam has a unique identity and cannot be reused
- Option 1) Place ZipScan forms in an envelope and send to MOT Administrator. PO Box 933 Gotha FL 34734
 - NOTE: It is advisable to create copies (either paper or electronic) of the ZipScan Forms when mailing.
- Option 2) Scan the documents as individual PDF’s or TIFF images and email them to admin@motadmin.com
 - NOTE: The scan must be legible and at least 200 dots per inch (dpi) resolution

Please complete this form and return to MOT Administrator

By signing this form, I verify that I have honored all of the responsibilities listed above:		
Print Name (Proctor/Instructor)	Signature (Proctor/Instructor)	Date

TRAINEE INSTRUCTION FORM



Instructions (Proctor must read instructions to the trainees prior to the exam)

- The exam is open book. You can use your course handout, notes and design standards books
- All cell phones and other electronic devices must be turned off prior to exam time and must remain turned off for the entirety of the exam
 - If you are expecting an emergency call, notify the proctor prior to the beginning of the exam
- For exam security purposes, only one trainee may leave the testing room at one time. Please ask the Proctor if unsure another trainee has stepped out
- You will have 2 hours to complete the exam. If you are having difficulties with a question move ahead to the next one and return to it later. Make sure to skip the question on the ZipScan form as well
- All answers must be marked on the ZipScan form provided. Any answer marked in the exam booklet will not count towards your grade.
- ZipScan:
 - Write today's date and Exam#
 - Write your name and contact information in the space provided
 - Your **email address is mandatory**
 - Note: It will only be used to send you login instructions to see your results and download your certificate (Passing score of 70%) and will not be shared
 - Write the **first 9 numbers** of you driver's license, State ID, or Passport and bubble in under TIN Number (Fill in the circle that corresponds to the number)
 - If you do not provide a TIN#, your exam will not be processed
 - **Fully bubble in answers to the corresponding exam questions with a #2 Pencil**
- If you have any questions, please raise your hand and come to the front. No technical questions will be answered
- Upon completion of exam:
 - Gather all of your exam materials and bring it to the proctor
 - Have your Florida Driver License (FDL) or Florida ID card available when turning in your material/answer sheet. Proctors must verify your name, photo, and TIN
 - Once the proctor has collected all exam materials quietly gather your belongings and exit testing room
 - Your exam will be graded by the MOT administrator. You will receive an email from the MOT administrator explaining the next steps including instruction on how to download your certificate if successful