Monitored Exam Affidavit

This exam must be monitored by a disinterested third party as defined below. (Per Texas Administrative Code 19.1017 (7)(e) 2. A disinterested third party shall monitor the final examination in a visual environment. During the examination, students shall not use course materials, personal notes, or any other written or electronic material or media that is not part of the examination, nor engage in communication of any kind with any other person except to receive instructions from the examination monitor.

A disinterested third party shall be defined as:

(A) not related to a student by blood, adoption, or marriage as a parent, child, grandparent, sibling, niece, nephew, aunt, uncle, or first cousin; or
(B) not an employee or subordinate of the student.

The student must also not have been allowed more than 180 minutes to complete the exam.
This affidavit must be sworn by a notary, signed by the student and proctor as well as notarized and returned to the American Adjuster Academy after the final examination has been taken by the student and prior to issuance of course certification.

By signing and having been sworn by a legal notary public in the State of Texas, I_____(student) and I,_____(proctor) swear we have appropriately adhered to the required procedures as outlined above at the time the exam was administered.

Student Signature_____
Date _____

Proctor Signature _____
Date _____

Witness Signature_____
Date _____

Notary – Signature_____
Sworn this date _____
Notary Seal