

**GENERAL EDUCATIONAL DEVELOPMENT (GED)**

**PROCTOR APPOINTMENT FORM**

**PART I**

Date: \_\_\_\_\_

I recommend that \_\_\_\_\_ be appointed as Proctor at the following GED Testing Center:

Center ID Number (GEDTS Contract Number) \_\_\_\_\_

Center Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_ e-mail address \_\_\_\_\_

\_\_\_\_\_ The candidate is replacing \_\_\_\_\_.

\_\_\_\_\_ The candidate is an addition to the current staff.

I certify that the candidate has a high school diploma or GED diploma (certificate). I certify that this person will not be permitted to conduct a testing session under any circumstances and shall always work under the direct, constant supervision of an approved Examiner in accordance with Section 1 of the GEDTS Policies and Procedures Manual.

\_\_\_\_\_  
Name of Chief Examiner

\_\_\_\_\_  
Signature of Chief Examiner

\_\_\_\_\_  
Date

**PART II**

The appointment is approved by this office:

\_\_\_\_\_  
GED Administrator (7/1/2009) Date

\_\_\_\_\_  
Florida State/Province/Territory

INSTRUCTIONS  
Proctor Appointment Form

**PART I – Proctors are appointed and approved by the Chief Examiner at the official test site.**

When changes or additions are necessary, please complete Part I of this form and submit to:

Tara Goodman, Florida GED Administrator  
GED Testing Office  
Florida Department of Education  
325 West Gaines Street, Room 634  
Tallahassee, Florida 32399-0400

**PLEASE ATTACH A COPY OF EDUCATIONAL VERIFICATION.**

**NO COVER LETTER IS REQUIRED.**

**The proctor candidate may not attend a testing session until the appointment is made by the Chief Examiner, approved by the GED Administrator, and you receive the signed copy.**

**PART II – To be completed by the Florida GED Administrator.**