Michigan Instructions & Affidavit

The exam is closed book, must be completed without assistance, and be administered by a disinterested third party. (Someone who does not have a direct interest in the results. This could not be someone who works for you, someone for whom you work, or an immediate family member. It could be a peer, the bookkeeper, or a librarian, for example.)

MONITOR'S INSTRUCTIONS AND AFFIDAVIT

- Keep the examination envelope sealed until you are ready to administer the examination.
- Verify the student's identification by viewing a picture I.D. or driver's license.
- Have the student remain in view while taking the examination. The student should not be talking to anyone else while taking the examination.
- When the student has completed the examination have them complete the Student Affidavit.
- Please fax this sheet along with the answer key to 800-476-2945. There is not need to mail the originals.

Monitor Affidavit:

Name: _____

Relationship to Agent: _____

_____

Telephone Number: _____

I verify that I personally administered the examination and that the student was not assisted by myself or any other person. I also verify that I have verified the identification of the student.

Date Signed: _____ Signature: _____

Student Affidavit:

Name: _____

License/System ID:_____Email:_____

Business Telephone Number: _____

I verify that I personally have completed the examination without assistance from anyone.

Date Signed: _____ Signature: _____

The Van Wyhe Group
800-326-4741, Fax: 800-476-2945