

MARYLAND BOARD OF LAW EXAMINERS
BAR EXAM PROCTOR APPLICATION
Please Print Legibly

Full Name (with middle initial): _____

SSN: _____ (required for State payment purposes)

Full Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Telephone: (Daytime) _____ (Cell) _____

Email: _____

1. **See the attached description of proctor qualifications. Do you meet all of the qualifications?**
 Yes No

2. Are you a citizen of the United States? Yes No
If "NO", do you have a legal right to work in the United States? Yes No

3. What is your educational background? Check all that apply:
 High school graduate
 College graduate *If no degree but took college courses, list # of hrs taken: _____
 Graduate or professional schooling (Master's degree, JD, MD, Ph.D)

4. Are you presently employed? Full time Yes No Part time Yes No
If "YES", what is your occupation? _____
If "NO", indicated your current status (e.g., retired, homemaker, etc.) _____

5. Name and Address of Present Employer: _____

Dates of Current Employment: from _____ to _____

6. Have you ever been terminated, disciplined or received negative evaluation(s) during any employment, school/educational or civic/volunteer opportunity? Yes No
If "YES", discuss fully. _____

7. Except for minor traffic offenses, have you ever been convicted of a criminal offense? Yes No
If "YES", discuss fully. _____

8. Do you have any criminal charges pending against you? Yes No
If "YES", discuss fully. _____

9. Do you owe, or have you owed, the State of Maryland any back taxes? Yes No
If "YES", discuss fully. _____

10. Are you presently obligated to pay court-ordered spousal or child support? Yes No
If "YES", are you now or have you ever been in arrearage on the payment of said support? Yes No
If you are now or have been in arrearage, describe your plan for paying off this arrearage: _____

11. Are you related to anyone employed by the State Board of Law Examiners? Yes No

12. Are you, or anyone related to you, attending law school at this time, a law school graduate planning to take the Maryland Bar examination, or a law school employee? Yes No
If "Yes", discuss fully. _____

13. **Can you perform the essential functions of the job** as summarized on the attached form entitled PROCTOR DUTIES AND QUALIFICATIONS? Yes No
If YES, do you feel qualified to read detailed exam instructions to test takers? Yes No

14. Describe any experience you may have as a proctor for some other agency or a school:

15. Do you have any of the following special qualifications? **Check any/all that apply:**

- First aid, CPR, or health professional credentials
- Experience as a security guard
- Teaching credentials
- Experience with monitoring exams administered on computers.
- Experience working with individuals with disabilities.
- Experience as a Reader or Scribe for applicant(s) with disabilities.

Describe: _____

16. How did you hear of this proctor program? _____

17. Any special requests for the Board to consider regarding your proctor preference? (i.e. need to be paired at an exam site with another proctor for travel purposes, etc.) Yes No
If "YES", discuss fully. _____

18. Please check when you are available to proctor. February Bar Exam July Bar Exam

I declare that each of the answers given to the questions on this application is complete and true to the best of my knowledge. I understand that any misrepresentation or omission is cause for dismissal. I have read the *Proctor Duties and Qualifications* and declare that I fully understand and agree to the duties and responsibilities stated. I also understand that I may not be selected to be a proctor for the Maryland Bar Exam. I further understand that if I am selected, it does not guarantee that I will be selected to proctor any future Bar Exam. Finally, I understand that if I serve as a proctor, I am an independent contractor/vendor and not an employee for the State of Maryland.

Print Name

Signature

Date