NEW YORK STATE BOARD OF LAW EXAMINERS
PROCTOR APPLICATION
SEPTEMBER 9-10, 2020 BAR EXAMINATION

Name: ___________________________________________________________________________________
Residence Address (not P.O. Box):_____________________________________________________________  
City:  ___________________________________________  State:  _____________  Zip:  _________________
Mailing Address (if different than home):  _______________________________________________________
City:  ___________________________________________  State:  _____________  Zip:  _________________
Home #:  _________________  Cell #:  ________________  Social Security No. (required):  _______________
Email Address (required):  ____________________________________________________________________
1. Date of Birth (required):  _________________________
2. Are you a citizen of the U.S.? □ Yes □ No
   If NO, do you have the legal right to work in the U.S.? □ Yes □ No
   Provide details:  _________________________________________________________________________
3. What is your highest level of education?
   □ GED/High School Diploma     □ 4 year college degree
   □ 2 year college degree         □ graduate degree
4. Are you currently employed: □ Yes □ No
   If YES, what is your occupation? _____________________________________________________________
   If YES, Name & Address of Present Employer: _____________________________________________________
   If YES, dates of current employment: From________________  To__________________
5. Have you previously proctored the NYS bar exam? □ Yes (provide dates) ___________________________  □ No
6. Do you proctor for the NYS Unified Court System? □ Yes □ No
7. Do you proctor for the NYS Department of Civil Service? □ Yes □ No
8. List any other proctoring experience you may have, including name of employer and dates proctored:
   _________________________________________________________________________________________
9. If your answer is “YES” to either of the following questions, give particulars below:
   (a) Except for minor traffic offenses, have you ever been convicted of a criminal offense? □ Yes □ No
   (b) Except for minor traffic offenses, do you currently have any criminal charges pending against you?
      □ Yes □ No
   _______________________________________________________________________________________
10. Are you available to proctor the next administration of the bar examination on September 9-10, 2020?
    □ Yes □ No

Proctor Application – Revised 06/2020
11. Are you related to anyone planning to take the New York bar examination on September 9-10, 2020? If YES, what is their name?____________________________________________________________________

12. Are you currently a law student or a member of the faculty at a law school?
   □ Yes  □ No
   Law Students and Law Faculty are not eligible to serve as proctors. Non-faculty employees of a law school are eligible to serve as proctors.

13. Can you perform the essential functions of the job with or without accommodations? Proctor requirements and responsibilities are summarized on the Board’s website at http://www.nybarexam.org/Proctors/Proctors.htm

14. Do you need to be assigned to the same site with another proctor, such as a spouse or someone who provides your transportation? □ Yes □ No If YES, what is their name?:_____________________________

15. Do you have any of the following special qualifications? Check all that apply.
   □ First Aid, CPR or Health Professional Qualifications   □ Teaching Credentials
   □ Monitor Exams Administered on Computers   □ Security Guard Experience
   □ Working with Special Needs/Disabled Individuals
   □ Reader for Special Needs/Disabled Individuals
   □ Scribe (using laptop computer with Word) for Special Needs/Disabled Individuals

15. Please select the geographic locations in which you would like to work. Also, please rank in order of preference (1 = 1st choice, 2 = 2nd choice, 3 = 3rd choice, etc.)
   _____ ALBANY     _____ LONG ISLAND         _____ SYRACUSE
   _____ BRONX     _____ MANHATTAN    _____ WHITE PLAINS
   _____ BUFFALO          _____ QUEENS
   _____ ITHACA     _____ SARATOGA SPRINGS

I declare that my answers to the questions on this application are complete and true to the best of my knowledge. I understand that any misrepresentations or omissions may be cause for not being employed as a proctor or for dismissal. I understand that completing this application does not guarantee that I will be called upon to proctor the bar examination. I further understand that if I am called upon to proctor one bar examination it does not guarantee that I will be called upon to proctor subsequent bar examinations.

____________________________   ______________________________
Signature                Date

Completed Applications may be submitted by email to proctors@nybarexam.org, by fax to (518) 452-5729 or by regular mail to New York State Board of Law Examiners, Corporate Plaza Building 3, 254 Washington Avenue Extension, Albany, NY 12203-5195.

Should you have a question please contact the New York State Board of Law Examiners by phone at (518) 453-5990 or by email at proctors@nybarexam.org. Please allow 48 hours for a response to an email.