

Commonwealth of Massachusetts
Board of Bar Examiners
Proctor Application
www.mass.gov/bbe

Please print legibly:

Name: _____ SS#: _____ - _____ - _____

Address: _____ City/State/Zip: _____

Telephone – Home: _____ Mobile: _____ Work: _____

Email Address (required): _____

Emergency Contact: _____ Contact Tel. No. _____

Please complete the following questions:

1) Are you able to work the ____ February exam ____ July exam ____ or both exam(s)?

2) Have you proctored examinations before? ____ Yes ____ No Are you presently employed? ____ Yes ____ No

If yes, please detail your proctor and/or work experience:

3) Are you at least 21 years of age and a high school or college graduate with no criminal record? ____ Yes ____ No

4) Are you proficient in the English language with an ability to communicate clearly and effectively? ____ Yes ____ No

5) Are you able to stand and walk up to 80% of the time throughout the testing sessions? ____ Yes ____ No

6) Are you able to lift 25 lbs. and work a 10-12 hour day? ____ Yes ____ No

7) Do you require accommodations in order to meet the responsibilities of a proctor? ____ Yes ____ No

If yes, please describe the accommodations required.

8) Are you related to any employee or Board Member of the BBE? ____ Yes ____ No

9) Are you related to anyone presently attending law school or taking the bar exam or a law school employee or bar exam tutorial company? ____ Yes ____ No

If yes, please provide detail _____

10) Do you meet all the requirements listed in the Bar Examination Proctor Job Information document? ____ Yes ____ No

11) Do you have any of the following qualifications or skills? Please check all that apply.

- First aid, CPR, or health care professional.
- Experience as a security guard.
- Experience with proctoring exams administered on computers.
- Experience as a reader or scribe or working with examinees requiring accommodations.
- Experience as a teacher or trainer or working as a supervisor.
- Other special skills. Please describe: _____

12) How did you learn about this position?

- BBE Website Relative/Friend/Proctor* State's Job Site Other – Please list _____

*Please insert name: _____

I understand that completing this application does not ensure proctor selection for proctoring at the bar exam. Decisions are made for each exam based on level of experience needed and the number of open positions available for the specific exam.

Signed: _____

Dated: _____

Application Process

Send the completed application to: Board of Bar Examiners, Edward W. Brooke Courthouse, 24 New Chardon Street, 1st Floor, Boston, MA 02114. The Board will review your application and upon acceptance will notify you via email.

For more information visit www.mass.gov/bbe or call (617) 482-4466.

For BBE Use Only Feb. July Both Vendor Code: _____

Boston Springfield W-9 T & C EFT Access dB

Identification Verification:

Document Title: _____ Issuing Authority: _____

Document Number: _____ Expiration Date: _____

Approved by: _____ Date: _____