

Commonwealth of Massachusetts
Board of Bar Examiners
Proctor Application

www.mass.gov/bbe

info@bbe.state.ma.us

Please print legibly:

Name: _____

Address: _____ City/State/Zip: _____

Telephone – Home: _____ Mobile: _____

Email Address (required): _____

Emergency Contact: _____ Contact Tel. No. _____

Relationship to you: _____

Please complete the following questions:

1) Are you able to work: ☐ February exam ☐ July exam ☐ Both exams

2) Are you able to work in: ☐ Boston ☐ Springfield ☐ Either location

3) Have you proctored examinations before? ☐ Yes ☐ No

Have you proctored for another Massachusetts state agency? ☐ Yes ☐ No

Have you proctored at a law school in Massachusetts? ☐ Yes ☐ No

If yes, please provide the name of the organization, school, or other state agency where you have proctored:

Questions 4 through 7 are asked based on the specific job responsibilities of a proctor.

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

☐ Yes ☐ No

5) Are you proficient in the English language with an ability to communicate clearly and effectively?

☐ Yes ☐ No

6) Are you able to stand and walk up to 80% of the time throughout the testing sessions?

☐ Yes ☐ No

7) Are you able to lift 25 lbs. and work a 10-12 hour day?

☐ Yes ☐ No

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, taking the bar exam, a law school employee, or bar exam tutorial company? ☐ Yes ☐ No

If yes, please provide details: _____

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

If no, please explain: _____

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

- ☐ 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 _____

If referred, by whom? (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.

Signature: _____ Date: _____

Application Process:

Send the completed application to: Board of Bar Examiners, John Adams Courthouse, One Pemberton Square, Suite, 5-140, Boston, MA 02108. Board staff will review your application and, upon acceptance, will notify you via email.

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

For BBE Use Only: ☐ February ☐ July ☐ Both Vendor Code: **VC** _____

☐ Boston ☐ Springfield ☐ W-9 ☐ T & C ☐ EFT ☐ Access dB

Identification Verification:

Document Title: _____ Issuing Authority: _____

Document Number: _____ Expiration Date: _____

Approved by: _____ Date: _____