



DISTANCE EDUCATION PROCTOR AGREEMENT

Proctor Responsibilities:

1. Proctors must verify the identity of the student (with a photo ID such as a driver's license or campus ID).
2. For online exams, proctors will receive a password for the exam. Please do not give the student the password for online exams. Students are not allowed to open any browsers or computer files during an online exam. Do not print the exams.
3. For paper exams, the exam must remain sealed (if mailed) or not printed (if emailed) until the student is ready to take it, and the exam should never be in the student's possession except when they are taking it.
4. Proctors must closely monitor the student until he or she is finished with the exam and make sure the student does not leave the room, except for an emergency.
5. Students cannot wear headphones or use their cell phone or other electronic device during the test.
6. Students cannot take the exam with books, notes, or reference aids of any kind unless specified in the exam instructions. Students cannot take notes on the exam or attempt by any other means (e.g., by using a cell-phone camera or other electronic device) to copy any part of the exam. The student or the proctor cannot print or duplicate the exam in any way.
7. Proctors must collect all papers and questions at the conclusion of the exam. All materials, including exam questions and any scratch paper must be sealed and mailed back by the proctor in the stamped envelope provided by the student.
8. Paper exams must be mailed back to the instructor, whether or not the student has taken the exam.
9. If the requested proctor is unable to proctor the exam, please contact the instructor. Proctors should not give an exam to another person or to the student.
10. Proctors may need to remind students to download the Respondus LockDown Browser for some online exams. For exams that utilize this technology, access to the exam will be prohibited until students enter the course using the Respondus LockDown Browser.
11. If the student is suspected of cheating, please contact the instructor as soon as possible.

Additional Information to be provided by the instructor.

I hereby agree to serve as a test proctor for _____ (student). I will provide a quiet atmosphere for the student to write the exam, will monitor the student during the assessment period, and will maintain confidentiality of all testing materials.

(Signature)

(Date)

If you have questions or concerns regarding test administration, contact the instructor.

Please return this completed form to:

Instructor Name:

Instructor Address:

City, State, Zip:

Instructor Phone:

Instructor Email: