Instructor/Course Information

Instructor should complete this section:

Semester_________________ Class_________________ Instructor________________________
Instructor Email___________________________________ Instructor Phone___________________
Instructor Fax_____________________________________

Student Information

Student__________________________________________ Student Phone____________________
Student ID__________________________________________

Proctor Information

Testing Proctor should complete this section:

A test can be proctored by college or commercial testing center personnel, a librarian from a college or local public library, or training department in your company. Proctors should not have a conflict of interest, i.e. be a close personal friend, relative, or supervised employee.

Proctor__________________________________________ Proctor Phone_____________________
Title_________________________________________________ Proctor Fax_______________________
Organization________________________________________________________________________
Organization Address____________________________________________________________________
Proctor Email________________________________________

Proctor Agreement Statement

As an exam proctor, I will proctor the agreed upon test for this Vernon College student. Following contact from the instructor, I will carefully review all test instructions and certify that each test be administered in accordance with the guidelines given. Dates, times, and conditions for administering the exam will be coordinated in advance with the instructor.

I agree that all tests will remain confidential until administered to the student. Upon completion, the complete exam will be submitted to the instructor at Vernon College as instructed.

Proctor Signature______________________________________ Date_________________________

Please sign and return to the instructor above.

Revised 6/30/2014