

Vernon College Off-Site Testing Proctor Agreement

Instructor/Course Information

Instructor should complete this section:

Semester _____ Class _____ Instructor _____

Instructor Email _____ Instructor Phone _____

Instructor Fax _____

Student Information

Student _____ Student Phone _____

Student ID _____ Student Email _____

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, verify the identity of student with a picture ID, 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.