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________________________________________

**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 Addres___________________________________________________________________

 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.

 Revised 05/30/2018