



REMOTE PROCTOR AGREEMENT FORM

This form is a written agreement between course instructor, student and remote proctor to arrange proctoring of exams at a remote testing center or educational institution site for students outside of a reasonable distance range from the college. This form must be renewed each semester and a form must be given to each course instructor.

The student and remote proctor must complete a form per instructor. If the same instructor is teaching multiple courses, only one form needs to be completed by the instructor but each course must be listed.

SECTION 1 – COURSE INSTRUCTOR

INSTRUCTOR NAME _____ COURSE(S) _____

SIGNATURE/DATE _____ SEMESTER/YEAR _____

SECTION 2 - STUDENT

STUDENT NAME _____ MERCER ID# _____

PHONE _____ EMAIL _____

SIGNATURE/DATE _____

SECTION 3 – REMOTE PROCTOR

REMOTE PROCTOR NAME & TITLE _____

INSTITUTION NAME (no abbreviations) _____

INSTITUTION ADDRESS _____

EMAIL _____ FAX _____

SIGNATURE/DATE _____ VETTED BY(for ATC Staff) _____

Your signature indicates that you have agreed to this arrangement of remote proctoring services for the above named student as part of the course work examinations according to the guidelines below:

- A proctor may NOT be a family member, employer or student colleague of the examinee.
- A test center proctor, librarian, certified teacher, school counselor or military officer of higher rank are considered qualified to administer the examination(s).
- The student and proctor will sign and date the proctor instructions form for each exam along with a photo copy of the gov't issued photo ID presented (ID needs to have a signature).
- The time the exam is started and completed will be recorded on the proctor instructions form regardless of whether or not the test is time limited.
- Electronic devices, such as cell phones, ipod, ipad, headphones, mp3 players, etc. are NOT permitted.