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 govt 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.

02/2015