



Proctor Agreement Form for Alternate Testing Sites and Proctors
(Outside LSCS)

Part I: To be completed by the student (please print)	
Please notify your instructor in advance that you will be using an alternate testing site. Your instructor must approve this request. This completed form (along with the Proctor's signature) must be submitted directly to your instructor prior to test day. Your instructor will submit the exam along with instructions directly to the alternate testing site.	
Course Title:	Course Number:
Student Name:	Instructor Name:
Student Email:	Instructor Email:
LSCS Student ID Number:	Instructor Phone:
Part II: To be completed by Proctor at the alternate testing site (please print)	
A student's exam may be proctored by college or commercial testing center personnel, library personnel, or a military education officer. <u>Proctors should not have a conflict of interest, (relatives, friends, supervised employee, etc.).</u>	
Students will be responsible for any costs associated with having their exams proctored.	
Proctor Name:	Title:
Name of Organization:	Daytime Phone:
Fax Number:	Email:
Organization's Address and Website:	

Proctor Agreement Statement

I agree to serve as an exam proctor for the student listed above and certify that I have no personal relationship with the student. I will carefully review all test instructions and certify that each test be administered in accordance with the guidelines given by the instructor.

I agree that all exams will remain confidential and all security measures will be taken.

- The proctor must verify the student's identity with a photo ID.
- The student will not be allowed to leave with any exam materials.
- The proctor must observe the student throughout the exam.
- If any exam irregularities occur, the proctor must contact the instructor immediately.

Proctor Signature _____

Date _____