

Remote Proctor Agreement Form
(This section to be filled out by Instructor)

Student's Name: _____

Instructor's Name: _____

Instructor's phone/email: _____

Dear Proctor,

You have been selected by a student at Central Arizona College in Arizona to be his/her remote proctor. The student submitted your proctoring information to the faculty member for approval. Receipt of this agreement verifies that you have been approved for this proctoring process. After you have returned this agreement, the instructor will notify you of the exam and will deliver all necessary information and materials to you.

A proctor is someone who ensures academic integrity by monitoring the conditions under which an exam is administered. From time to time, instructors may feel it necessary to require proctored assessments; these situations may call for the use of a remote proctor.

A Remote Proctor may be:

- A college or university testing center
- A military educator or officer with higher rank than the student
- A certified testing site/center

A Remote Proctor may not be:

- A fellow student
- A subordinate of the student
- A co-worker, peer, or friend
- Related to the student in any way
- An employer or supervisor

Agreement
(To be filled out by Proctor)

I agree to serve as proctor for examinations to be administered to the above named student. I declare that the following applies and I agree to the following conditions:

- I am not related to the student through friendship or family.
- I am familiar with accepted practices for administering standardized tests.
- I have no vested interest in the students' scores.
- I agree to verify the identification of the student by use of a picture ID issued by a state or federal agency.
- Under no circumstances will the login to a test be given to any unauthorized person.
- I agree to take all necessary precautions and actions to ensure the security and confidentiality of the test.

This agreement is good for the entire term of the above class, and may be terminated at will by the proctor, student, or Central Arizona College by providing written email notification to all parties involved.

Proctor Name: _____

Institution: _____

Return this agreement to the instructor from your official business email account