



Proctor Agreement

Student Agreement:

Student Name: _____

Address: _____

R#: _____ Phone #: _____

Email: _____

Course: _____

As a student, I agree to the following:

1. to be responsible to locate a proctor and set up an appointment for the exam
2. to be responsible for reimbursing the proctor for any costs

Student Signature: _____ Date: _____

Proctor Agreement:

A. Please check one of the following:

- I am an education official, librarian, counselor, or teacher at a community college, university, elementary, or secondary school
- I am a librarian at a local or regional library
- I am a testing administrator or educational services officer for the military
- Other (please list: _____)

B. I agree to the following statements:

- a) I am not a current student at Richard Bland College
- b) I do not work or teach in the same discipline as the course for which the student is being proctored
- c) I am not related to the student
- d) I am not a co-worker of the student
- e) I will personally observe the student throughout the entire examination unless noted in the exam instructions.
- f) I will enforce the guidelines for each test. I understand that the student may not talk with anyone during the test and may only use those materials as noted on exam instructions.
- g) I will not copy or reproduce the exam.
- h) Upon conclusion of the exam, I agree to:
 1. Collect exam materials as required
 2. Provide test materials in a sealed envelope as required

Proctor Signature: _____ Proctor Name: _____

Position: _____ Company or Institution: _____

Phone #: _____ Address: _____

Email: _____

**Student is responsible for returning this form to their instructor
either in hard copy or email**