



# Proctor Agreement Form

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## Proctor Responsibilities

- Provide the student with a private area conducive to testing. If the exam is to be taken/submitted online, provide the student with access to a computer with Internet access.
- Check student photo ID to ensure the examinee is actually the person scheduled to test.
- Ensure no copies of the exam are made.
- Ensure that the student does not access notes, articles, or other information beyond the course textbook and a calculator (unless otherwise specified in exam instructions).
- Time the exam and stop the examinee when time has been expended.
- Keep the exam secure and only allow the student to access the exam in your presence. If the exam is online, keep the exam password secure.
- Keep a secure copy of the student's exam answers for 30 days in the event it is not properly received by A-B Tech.
- If the exam is to be submitted by mail, mail the exam within 24 hours of completion to A-B Tech in a postage-paid envelope provided by the student.
- If an exam cannot be administered within 21 days after receipt from A-B Tech, destroy the exam and notify A-B Tech.
- If a fee is charged for exam proctoring, request payment from the student at the time of testing. A-B Tech will not pay proctor fees.

Thank you for your willingness to serve as a proctor for an A-B Tech student. Please review the Examination Proctor Policy provided with this form. If you meet the qualifications and are willing to assume the responsibilities, please sign and submit this agreement form to the course instructor.



# Proctor Agreement Form

STUDENT INFORMATION						
Last Name			First	Student ID		
Phone			Email			
PROCTOR INFORMATION						
<input type="checkbox"/> Check this box if you intend to proctor for other A-B Tech students than the one listed above. You will not need to complete additional Proctor Agreement.						
Last Name			First	Middle Initial		
Title				If active military, indicate rank		
Degree Earned			School Name			
Employer						
Business Address						
	City			State		Zip
Email				Work Phone		
Relationship to Student						
PROCTOR QUALIFICATIONS						
<b>Acceptable Proctors</b> <ul style="list-style-type: none"> <li>University/College Testing Center, Private Testing Center, Base Testing Office, Office of A-B Tech Representative</li> <li>School Principal, Vice Principal, Full-time Librarian, Teacher, or School Counselor</li> <li>College Professor, Dean, or Director / Human Resource Manager, Training Director/Officer</li> </ul>						
<b>Unacceptable Proctors</b> <ul style="list-style-type: none"> <li>Assistant, tutor, neighbor, co-worker, relative, friend, A-B Tech student, or anyone with a conflict of interest. The individual you select to serve as your proctor must have no vested interest in your doing well on your exam.</li> </ul>						

Should you have questions before, during, or after the examination, please contact the course instructor. This form is designed to be completed (type in the fields) within Microsoft Word. Once completed, you may then print sign, and fax.