



# Proctor Agreement Form

Thank you for your willingness to serve as a proctor for an A-B Tech student. Please review the Examination Proctor Policy provided at the end of 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. Should you have questions before, during, or after the examination, please contact the course instructor.

STUDENT INFORMATION					
Last Name:		First:	Student ID:		
Phone:		Email:			
Course:		Instructor:			
Instructor Email:					
PROCTOR INFORMATION					
<input type="checkbox"/> Check this box if you intend to proctor for A-B Tech students other than the one listed above. You will not need to complete an 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					
<p><b>Acceptable Proctors</b></p> <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</li> </ul> <p><b>Unacceptable Proctors</b></p> <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>					
<p>I hereby certify I meet the requirements of an A-B Tech proctor. As an authorized exam proctor, I agree to adhere to those responsibilities and procedures outlined in the A-B Tech Examination Proctor Policy when administering exams. Most importantly, by my signature below I attest that I will only allow the student to access his/her exam in my presence and that I will remain in proximity during the taking of this exam. I will close student access to the exam at the end of the time allotted. I also agree that A-B Tech may contact me for verification purposes and I grant permission for A-B Tech to verify my credentials.</p>					
Proctor Signature:			Date:		

Asheville-Buncombe Technical Community College

*Examination Proctor Policy*

**Student Responsibilities**

- Examinations are to be administered to you by an approved proctor on a date that is mutually convenient. The student is responsible for selecting a qualified proctor that must be approved by the college. Your proctor must be a responsible and reputable third party. A-B Tech reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected. All proctors are subject to approval.
- **Students must provide the desired proctor with the Examination Proctor Policy and A-B Tech Proctor Agreement.** The Proctor will complete and submit the agreement to A-B Tech. Students and Proctors may assume the Proctor is approved unless otherwise notified by A-B Tech. If the proctor has already submitted an agreement to proctor for another A-B Tech student, no additional agreement is necessary.
- Any proctoring fees charged are the responsibility of the student.

**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 are made of the exam.
- Ensure that the student does not access notes, articles, or other information unless specified in exam instructions.
- Time the exam and stop the examinee when time has been elapsed.
- 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.
- In the event that A-B Tech does not receive the exam, please keep a secure copy of the student's exam answers for 30 days.
- If submitting the exam by mail, mail the exam within 24 hours of completion to A-B Tech in a postage-paid envelope provided by the student.
- Administer the exam within 21 days after receipt from A-B Tech. After 21 days, please 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.

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