

OFF-SITE TEST PROCTORING AGREEMENT FORM FOR STARK STATE COLLEGE STUDENTS

Please complete this Proctor Agreement Form if you are taking a Web 3 course and would like to test by proctor. This Proctor Agreement Form must be completed, returned and approved by the instructor BEFORE the first test is administered.

Course Name _____ Course Number _____ CRN _____
 Instructor's Name _____
 Instructor's Phone 330-494-6170, ext. _____ Instructor's Fax 330- _____
 Instructor's E-Mail _____@starkstate.edu

Student Agreement:

As a student, I agree to the following:

- I will be responsible for locating a proctor (test supervisor) and scheduling an appointment for the test.
- I will be responsible for any proctoring expenses.
- I will provide proof of identification with a photo ID to the proctor at test time.
- I will take the test by the due date and time as assigned by the instructor.
- I will comply with SSC's Honesty in Learning Policy (available for review in the SSC Student Handbook: <http://www.starkstate.edu/handbook>).

Student's Signature _____ Date _____
 Student Name (please print legibly) _____ S# _____
 Address _____
 City _____ State _____ Zip Code _____
 Daytime Phone Number _____ SSC eMail Address _____

Proctor Agreement:

As a proctor, I agree to the following:

- I am an education official, librarian, or teacher at a two-year college, university, elementary or secondary school; an education director at a hospital; a staff director, human services training director, test administrator, or educational services officer or any commissioned officer of higher rank than the student (military). I am not a current Stark State College student. **I am not a relative of the student, personal friend of the student, direct supervisor of the student, employed by the student, or a co-worker of the student. I do not live at the same address as the student. My position/relationship with the student does not present any conflict of interest.**
- I will verify the student's identification by using the photo ID provided by the student at test time.
- I will personally administer and supervise the indicated test.
- If applicable, I will send the completed test(s) back to Stark State College by the specified return date.

Proctor's Signature _____ Date _____
 Proctor Name (please print legibly) _____
 Institution/Employer _____ Job Title _____
 Address _____
 City _____ State _____ ZIP Code _____
 Daytime Phone Number _____ eMail Address _____
 Fax Number _____
 Test Mailing Address (if different than above) _____

ALL PROCTORS ARE SUBJECT TO APPROVAL BY THE INSTRUCTOR

Instructor's Signature _____ Date _____