



- I understand the exam must be taken at a neutral location (where no charts, maps, or other items may be seen by the student which might aid in the exam process except as otherwise noted).
- I will keep the examination sealed or otherwise unseen from the student until the time of the exam.
- I agree to provide a quiet location for testing within close proximity to me so that I may assure myself of the veracity of the exam process, and I agree to the following steps.

Steps are:

1. Copy of test is emailed to the proctor.
2. Proctor will supervise student writing it on an available computer (other than student's computer).
3. When student is done, proctor will save the test and email a copy of the completed test.
4. As soon as proctor receives confirmation that the test has been received, proctor will delete the test and also confirm that no other copies were kept, including in recycle bin.

- If timed, I agree that I will be strict in the observance of the time regulations.
- Unless otherwise specified, I understand that the exam is to be completed at one sitting, and copies of the exam are not to be given to the student (even after completed).
- If some circumstances arise where I can no longer be a proctor, I will notify the student prior to agreeing to proctor any examination.
- I understand that every time a student is ready for an exam, the student will ask the institution to email the exam to me and upon receiving it I reaffirming my willingness to abide by the regulations set by the institution in proctoring the student's exam.
- If the student is not able to take the exam at the date and time that has been agreed upon, I will notify the institution, in writing, within two days, of the date for which the exam has been rescheduled. If no new date is set, I will destroy all forms of the examination, (including any electronic copies including the recycle bins) not allowing the student to review the exam at any point. I understand the institution will send a new examination when a new exam date is established.
- I agree not to allow anyone to take the exam for the student or accompany the student during the examination.
- I agree to enforce any other items necessary to secure the veracity to the exam including the security of my computer after receiving any exams.
- I agree not to discuss anything about the contents of this examination with the student prior to or during the exam. I also agree not to divulge the contents of this examination with anyone else at any time.
- I understand that the institution is not responsible for payment of any fees to the proctor.

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Signature of Proctor

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Date