



## Navarro College Proctor Agreement Form

Thank you for agreeing to proctor exams for Navarro College students. Please review the information below, sign and return via email to the instructor’s address listed below.

### Responsibilities of the Proctor

1. Ensure the proctor does not have a personal relationship with the test taker.
2. Provide an appropriate, secure location free from distractions.
3. Be able to observe the student during the entire exam administration.
4. Ensure the availability of a good computer with rapid internet access if required.
5. Receive exam information, including the exam or password, and keep them **confidential** until the student is present and ready to begin the test.
6. Check the student’s **picture ID** (student ID, Driver’s License, etc.).
7. Maintain **time and date limits** as identified by the instructor.
8. See that the student does not access any materials, including cell phones, except **as authorized** by the instructor.
9. If it is a **computer** based exam, see that the student does not visit any websites after opening the exam. If required by the instructor, you may need to install NC’s [Respondus LockDown Browser](#).
10. See that the student does not communicate with any person other than the proctor during the test.

### Course Information

<b>Course/Section:</b>		<b>Sem/Yr:</b>
<input type="checkbox"/> <b>Proctoring for an Individual Student</b>	<input type="checkbox"/> <b>Proctoring for Entire Class Section</b>	
<b>Student’s Name</b> <i>(if applicable):</i>		
<b>Instructor’s Name:</b>		
<b>Instructor’s Email:</b>		

*If there is evidence of improper conduct on the part of the student, please terminate the exam, confiscate exam materials, and notify the instructor as soon as possible.*

### Certificate of Supervision

I agree to proctor one or more exam(s) for Navarro College according to the responsibilities listed above.

<b>Proctor’s Name:</b>	<b>Title:</b>
<b>Email:</b>	<b>Phone:</b>
<b>Institution/Organization:</b>	
<b>Mailing Address:</b>	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_