

PROCTOR AGREEMENT FORM

Thank you for your willingness to serve as a proctor to an FCC student. Please review the Examination Proctor Policy provided with this form. If you meet the qualifications and are willing to assume the responsibilities, please fill-out and submit this agreement form to FCC by e-mail to kjacob@frederick.edu. Should you have a question before, during, or after the examination, please contact the instructor _____.

STUDENT INFORMATION				
Last Name		First Name:	Student ID	1048413
Phone		Email		
PROCTOR INFORMATION				
Last Name		First		Middle Initial
Title				
Degree Earned				
Employer				
Business Address		City/ST/Zip		
Email		Work Phone		
Relationship to Student				
PROCTOR QUALIFICATIONS				
Acceptable Proctors				
<ul style="list-style-type: none"> • Supervisors (Must be at higher position or rank than student.) • University/College Testing Center, Private Testing Center, Office of CSU Representative, Base Testing Office • School Principal, Vice Principal, Full-Time Librarian, Teacher, or School Counselor • College Professor, Dean, or Director / Human Resource Manager, Training Director / Officer • Minister, Priest, or Rabbi of an established church, temple, mosque, or synagogue 				
Unacceptable Proctors				
<ul style="list-style-type: none"> • Assistant, tutor, neighbor, co-worker, relative, friend, CSU 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. 				
<p>I hereby certify I meet the requirements of an FCC proctor. As an authorized exam proctor, I agree to adhere to those responsibilities and procedures outlined in the ATC Examination Proctor Policy when administering Final 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 ATC may contact me for verification purposes and I grant permission for ATC to verify my credentials.</p>				
Proctor Signature		Date		

Revised 03/06/19