

Student/Proctor Agreement Form for Off-Site Exams



Send Completed Form to the Attention of:
Jennifer Owens, Distance Education Specialist
1105 Kelly Drive / Sanford, NC 27330
Phone: 919.718.7457 Fax: 919.718.7407
Email: jowens@cccc.edu

For more information about off-site proctoring, read the proctoring guidelines at <http://www.cccc.edu/distanceeducation/currentstudents/exam/offSite.php>

Student Information

_____	_____	_____	_____
Last Name	MI	First Name	Student ID
_____	_____	_____	_____
Home Address	City	State	Zip Code
_____	_____	_____	_____
Phone Number	College E-mail Address		

Course and Exam Information

List the course title, prefix, and number for each course.

Example: MAT 070 LN2

_____	_____	_____	<input type="checkbox"/>	Midterm	<input type="checkbox"/>	Final
Prefix	Number	Section				
_____	_____	_____	<input type="checkbox"/>	Midterm	<input type="checkbox"/>	Final
Prefix	Number	Section				

Proctor Information

_____	_____	_____	_____	
Last Name	First Name	Email Address		
_____	_____	_____	_____	
School/Business Name	Title	Department	Phone Number	Fax Number
_____	_____	_____	_____	_____
School/Business Mailing Address	City	State	Zip Code	

Proctors must use a professional email address that meets the approval of the distance education department. In most circumstances, this means a proctor will use an .edu (educational) or .org (business/organization) e-mail address. Please note exams will not be emailed to student accounts under any circumstances. Exams must be administered and supervised by you in your place of business.

Proctor Agreement

I am not related to the student named above. I agree to personally administer the test(s) to the above student, and I will adhere to the guidelines outlined by the cover sheet's instructions. I will not leave him/her unsupervised during the exam administration. I further understand that this is a voluntary, non-paying position unless arrangements are made between the student and me. I will personally mail or fax the completed exam(s) to Central Carolina Community College's distance education department immediately after the student has completed the exam(s).

Signature _____ Date _____

Student Agreement

I understand that my proctor is required to send the completed exam(s) to CCC. I will not duplicate, retain, or fax any part of the exam(s) materials in whole or in part, doing so could result in receiving a failing grade.

Signature _____ Date _____

Please allow two business days for processing all proctor agreement forms.