



American City University

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PROCTOR AGREEMENT FORM

Thank you for your time and willingness to serve as a proctor for our student. Please review our Examination Proctor Policy provided with this form. If you meet this qualifications and are willing to assume the responsibilities, please sign and submit this form.

STUDENT INFORMATION			
Last Name:		First Name:	
Student # :		Degree:	
Contact #:		Email Address :	
PROCTOR INFORMATION			
<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	Last Name:	First Name:	
Highest Qualification:		School Name:	
Business Title:		Company Name:	
Business Address			
Contact Phone #.:		Email Address:	
Relationship to Student:			
Please Attach Business Card or Other Certification Below:			
PROCTOR SIGNATURE			
<p>By signing below, I certify that I meet the requirements and agree to adhere to those responsibilities and exam procedures outlined in the Examination Proctor Policy when administering Final Exams. I also agree that I can be contacted for verification purpose and I grant permission for the University and its partner to verify my credentials.</p>			
<p>_____</p>			<p>_____</p>
Proctor's Signature			Date

Examination Proctor Policy

All final examinations are to be administered by an approved proctor on a date that is mutually convenient. The student is responsible for selecting a qualified proctor that must be approved by the University. The proctor must be a responsible and reputable third party. The University reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected. All proctors are subject to approval.

The following may serve as proctors:

- Supervisors (Must be of higher position or rank than student.)
- School Principal or 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 include:

Assistant, tutor, classmates, 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.

Falsifying proctor information or not following proctor testing procedures will result in failure of the examination and may be cause for termination from the university.

Proctor Approval and Examination Procedure

- Students must only have an individual proctor approved once. Students may have several approved proctors. The approved proctor's information will remain on file for the student.
- Once an approved proctor(s) is listed on the student's record, the student only needs to submit the "Proctor Request Form" online and such request will be processed and the online final exam instructions will be sent to the identified pre-approved proctor.

Proctor Responsibilities

- Provide the student with a private area conducive to testing
- Provide the student with access to a computer with Internet access.
- Verify the student's identity with a photo ID.
- Ensure that the student does not view the exam prior to taking it.
- Ensure no copies of the exam are made.
- Ensure that the student does not access notes, articles, or other information beyond the course textbook and a calculator (unless otherwise specified in exam instructions).
- Ensure not to leave the student unattended anytime during the exam
- Ensure that the student adheres to the time limit restrictions.
- Keep the exam password secure and only allow the student to access the exam in the proctor's presence.
- Keep a secure copy of the student's exam answers for 30 days in the even it is not properly received.
- If an exam cannot be administered within 3 weeks after receipt, destroy the exam and notify the University