

PROCTOR AGREEMENT/VERIFICATION FORM

The integrity of the University of Washington's Online Learning examination process is fundamental to our program. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. **Please note that we will not be able to process this form unless you enclose a copy of your business or organization letterhead or a business card as a means of verifying your credentials and address.** When an individual is approved as a proctor, he/she represents UW Online Learning and is responsible for the examination process.

The proctor agrees to the following responsibilities:

- Security of the sealed examination until it is opened in the student's presence at the beginning of the examination session.
- Provision of a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor. **Proctoring at a home address is not permitted.**
- Verification of time limits and use of approved instructional materials (if stipulated) permitted during the examination process. **A student may not use a PC during the exam, unless approved as a disability accommodation.**
- Return of all papers, including scratch paper, examination questions, completed exam, evaluation, and the completed Certificate of Supervision. **Photocopying or taking notes from an exam, for use by the student or proctor, is not permitted.**
- Complete the Certificate of Supervision form that verifies identification of the student by photo identification and the student's signature.
- Termination of the examination, confiscation of exam materials, and immediate notification of UW Program Support at 206-543-2350 or 800-543-2320, if there is improper conduct on the part of the student or any evidence that the examination process has been violated.
- **Return the exam materials to Program Central Support within 30 days of receipt, even if the student has not taken the exam.**
- Supervision of the student during a requested review of the completed exam, including overseeing that no copy of the test or notes that contain the exact wording of the test questions or answers are taken by the student during the review, and prompt return of the exam within the time limits stipulated in the review process.

I understand and agree to carry out the responsibilities of an examination proctor in accordance with the requirements stated above:

Student Name	Student Email Address
Proctor Name (Please print)	Address
Proctor Title	City, State, Zip
Institution/Company/Agency	Phone
Proctor Email Address	Proctor Signature

If possible, please return this form (and organizational letterhead or your business card) via fax to: 206-543-0887. If you return the form and supporting documents by mail, our address is:

UWEO Program Central Support,
Box 359452
Seattle, WA 98195

For questions, call PCS at 206-543-2350, 800-543-2320, or e-mail at onlinelearning@extn.washington.edu