

**PROCTOR AGREEMENT/VERIFICATION FORM**

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Student ID Number	Student Name (Please print)	Student Email Address
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A proctor must be one of the following:

- University testing center
- Faculty member or administrator at an accredited college or university
- Librarian
- Learning Center (e.g. Huntington, Kumon, Sylvan)
- School superintendent, principal, counselor, administrator or faculty member who is not your coworker
- Commissioned officer whose rank is higher than your own or the education officer of the base (for military only)
- U.S. embassy or consular office

Under no circumstances can a co-worker, relative or friend serve as a proctor.

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 the University of Washington 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.**
- **Request to see photo identification** before beginning the exam. Complete the Supervisor's Certification form that will be enclosed with the exam. It will verify the student's identity by a piece of photo identification with the student's signature.
- 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 Supervisor's Certification form. **Photocopying or taking notes from an exam is not permitted.**
- If there is improper conduct on the part of the student or any evidence that the examination process has been violated, termination of the examination, confiscation of exam materials, and immediate notification of UW Online Learning at 206.543.2350 or [c2ol@uw.edu](mailto:c2ol@uw.edu) is required.
- **Personally return all exam materials to UW Online Learning within 30 days of receipt, even if the student has not taken the exam.**
- Upon agreement to supervise a student during a **requested review of the completed exam**, oversee 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 promptly return the exam within 30 days of receipt of the completed exam.

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

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Proctor Name (Please print)	Proctor Signature	
Proctor Title	Business Address	
Institution/Company/Agency	City, State, Zip	
Company Web Site	Business Email Address	Business Phone Number

Please return this form and organizational letterhead or your business card via fax to: 206.685.9359, email to [c2ol@uw.edu](mailto:c2ol@uw.edu) or mail to UW Online Learning, Box 354978, Seattle, WA 98195

For questions, please call our office at 206.543.2350, 800.543.2320, or e-mail at [c2ol@uw.edu](mailto:c2ol@uw.edu).