

Proctor Form

Please Note: A proctor cannot be co-worker, employer, or employee, reside with or be related to the student. Please initial beside each point to indicate your agreement and/or willingness to comply.

1. I will ensure that the individual or group of individuals writing the exam/test is at all times proctored (supervised) and that they have no access to any materials or aids that might assist in answering the exam/test. _____
2. I will ensure that the individual or groups of individuals writing the exam/test will not save or reproduce any written, printed or electronic copies of any part of the exam/test and that they will not share any information between them. _____
3. I will ensure that the exam/test is written on the scheduled examination/test date and that the exam/test is kept in a secure place until that date. _____
4. I agree to administer the exam/test according to the regulations provided by the Atlantic Business College and to return the exam/test promptly upon completion. _____
5. I will return any physical exams/tests to Atlantic Business College upon completion, and digital copies of the exam/test that I receive will be destroyed upon completion of said exam/test. _____
6. I am of legal age and I am not related or reside with any person(s) taking the exam/test. _____

Please check which of the following applies to you:

- Doctor
- Nurse
- Clergy
- Dentist
- Peace Officer
- Court Official
- Justice of the Peace
- Lawyer
- Engineer
- Firefighter
- Elected Representative
- Member of a Recognized Professional Organization and have received ethics training

First and Last Name

Daytime Phone Number

Please send the exam to me via:

- Email:** _____
Email Address (exams cannot be emailed to or from a student's email address)
- Fax:** _____
Proctor's Fax Number (exams cannot be faxed to or from a student's fax number)
- Mail:** _____
Mailing Address (exams cannot be mailed to or from a student's address)

I will serve as a proctor for the following student(s).

Student(s) Name _____
