



Helena College Testing Services Proctor Agreement

Part I: STUDENT AGREEMENT

Student Name: _____ Student Number: _____

Phone #: _____ Email _____

Instructor's Name: _____ Course: _____
Last, First Number / Name

****ALL THE ABOVE INFORMATION HAS TO BE FILLED OUT****

As a student, I agree to the following:

1. To be responsible to locate a proctor and set up appointments for the tests.
 - a. The proctor cannot be a friend or relative.
 - b. Test must be administered at the proctor's place of business.
 - c. Local Libraries, Job Services, Military Education Center or Schools are the best place to find a proctor.

2. To be responsible for any proctoring fees and/or cost of returning completed tests to Helena College.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Approved by _____ Date _____
Division Chair / Program Director's Signature

Part II: PROCTOR AGREEMENT

A. Please check one of the following:

- a. _____ I am an educational official, counselor/teacher at a community college/university, administrator or educational service officer for the military or proctor of a College testing center.
- b. _____ I am an employee at a public library, or public school.
- c. _____ Other occupations. Please list _____

Proctor's Contact Information (PLEASE PRINT)

Name: _____ Position: _____

Name of Company or Institution: _____

Business Address: _____

Phone Number: _____ Fax Number: _____

Email address: _____

MUST BE INSTITUTIONAL OR PROFESSIONAL EMAIL ADDRESS; CANNOT BE GMAIL, YAHOO, etc.

B. I agree to the following statements:

- I am not a current student at Helena College.
- I am not related to the student.
- I am not a friend or co-worker of the student.
- I will keep the test password secured **AT ALL TIMES**.
- I will check the student's ID to ensure the proper person is taking the test.
- I will personally observe the student throughout the entire testing time unless otherwise noted in the test instructions.
- I will not provide assistance in interpreting or completing the test.
- I will enforce the guidelines/instructions listed for each test.
- I understand the test must be administered at my place of business.
- I understand that the student may not talk with anyone during the course of the test and may use only those materials indicated on the test instructions.
- Electronic items, including cell phones, MP3 players, iPods, tablets, iPads, laptops may not be accessible to the student during the test, and if found on the student, will be considered an academic integrity violation.

____ (Please Check If It Applies) I am a first time proctor.

C. For Paper Tests:

- a. I will not copy or reproduce the tests under any circumstances.
- b. Upon the conclusion of the time allocated for the test, I agree to:
 - Collect all testing materials, including scratch paper.
 - Fax or scan and email completed test, answer sheet or scantron to the number/email indicated in the instructions or place all testing materials in an envelope and mail within 24hrs. **THE STUDENT MAY NOT SEND IN THE TEST.**

I accept the responsibility for proctoring Helena College Tests in accordance with the statements outlined above.

Proctor's Signature

Date

Helena College
1500 N. Roberts St
Helena, MT 59601
(406) 447-6900