

Exam Location: The student and proctor must procure a site appropriate for testing.* Exams are not to be administered in a home unless given special exception due to mobility limitations or special needs.

Stud	ent	Inform	nation:

I have read and agree to follow the guidelines listed in this document. I agree to comply fully with examination instructions and proctoring guidelines.

Student's Name: Last Name	First Name	Middle Initial
SCCC Student ID	Phone Number	
Student Mailing Address		
Student Email Address		
Student Signature	Date	
*******	******	*****
Proctor Information:	Test Site Information:	
Proctor's Name (Please print clearly)	Test Site Name	
Place of Employment/Institution Name (if different From test site)	Mailing Address	
Relationship to Student	Business email	
Business Phone	Business Fax	
Proctor's Signature	Date	



Proctor Security Agreement for Sussex County Community College

Proctor Qualifications:

- Is familiar with accepted practices for administering tests
- Has no vested interest in the student's scores
- Is not related to the student
- Is employed by an educational institution

I,, (name of designated test proctor)	certify that I meet the proctor qualifica	tions listed
above, and I agree to administer the		test to
, (name of student)	ID #	,
in a secure, proctored environment and to I	he present throughout the testing session	2 0
I agree to verify the identification of the stud by a state or federal agency (i.e. driver's lic I agree to take all necessary precautions ar of the test. I agree NOT to reproduce or copy, in any fa exam. I agree NOT to share, in any way, su	dent named above by the use of a pictu cense, passport, military ID). nd actions to ensure the security and co ashion, in whole or part, any of the mate	re ID issued onfidentiality erials of the
Agreed to and accepted by:		
Designated Test Proctor(Please	print name here)	
Signature	Date	
Phone ()	Email	
Fax ()		

Complete this form and send it to: Ka

d it to: Kathleen Carr SCCC Testing Center Off Site Testing Proctor Request 1 College Hill Road Newton, NJ 07860 (973) 300-2155 kcarr@sussex.edu