

Proctor Agreement Form

Manhattan Area Technical College

Thank you for agreeing to serve as an examination proctor for this online course. The integrity of the Manhattan Area Technical College (Manhattan Tech) online examination process is important to our ongoing commitment to course quality and student learning. To ensure this integrity, Manhattan Tech will review the credentials of prospective proctors. Note: We will not be able to process this form unless the proctor's business e-mail address is included on this form. When an individual is approved as a proctor, s/he represents Manhattan Tech and is responsible for the examination process.

Proctor agrees to the following:

- Secure the examination until it is accessed in the proctor's presence at the beginning of the examination session.
- Verify identity of the student who is taking the final exam by checking an accepted photo I.D.
- Provide a quiet, well-lit area free from noise and distraction, and within supervisory distance of the proctor.
Proctoring at a home address is not permitted.
- Verify time limits and use of approved instructional materials permitted during the examination process.
- Ensure prompt return of proctored assessment, all pages of the Proctor Agreement and Completion Form, and any other materials as requested by the instructor.
- If there is improper conduct on the part of the student or any evidence that the examination process has been violated, the proctor is responsible for terminating the exam, confiscating exam materials and contacting the instructor of the course immediately.

Please complete the following information:

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

Student fills out this section:

Student Name:	
Course No. & Title:	
Semester	
Instructor Name:	

Proctor fills out this section:

Proctor Name:	
Title:	
Institution/Company Name:	
City, State, Zip:	
Business Phone:	
Business E-mail:	
Business Fax:	

Proctor Signature: _____ Date: _____

Student Signature: _____ Date: _____