

TESTING CENTER PROCTOR FORM



PLEASE RETURN THIS FORM BY EMAIL, FAX OR MAIL TO:

414 E. Clark Street • North Commons #107 • Vermillion, SD 57069-2390 • testingcenter@usd.edu • 605-658-6143 • Fax: 605-658-3360

STUDENT AGREEMENT:

Name: _____ Student ID: _____

USD Email Address: _____ Phone Number: _____

List Course(s), Section(s), and Instructor(s) below. (Example: MATH 240, U19)

Course: _____ Section: _____ Instructor: _____ Semester: Fall Year: _____

Course: _____ Section: _____ Instructor: _____ Spring

Summer

By signing below, you verify that you have read, understand, and agree to the guidelines outlined on the Proctor and Student Requirements and Responsibilities found at www.usd.edu/testing-center. Failure to comply with said guidelines constitutes a breach of academic integrity and will be subject to the consequences outlined at www.usd.edu/academic-integrity.

Student Signature: _____ Date: _____

PROCTOR AGREEMENT:

I am one of the following:

Professional testing center

Current full-time instructor at a college or university

Principal or superintendent

Professional librarian

Current State-certified high school teacher or counselor

Name: _____ Phone Number: _____

Organizational* Email Address (REQUIRED): _____

*Tests and passwords will not be sent to a personal email under any conditions. Examples include Gmail, Yahoo, etc.

Employer: _____ Job Title: _____

Business Address: _____

Testing Site: _____ Testing Site Address: _____

By signing below, you verify that you have read, understand, and agree to the guidelines outlined on the Proctor and Student Requirements and Responsibilities found at www.usd.edu/testing-center. Failure to comply with said guidelines constitutes a breach of academic integrity and will be subject to investigation and dismissal as a proctor.

Proctor Signature: _____ Date: _____

Please decline this invitation if you have a clear or apparent conflict of interest to protect the student's academic record and the academic integrity of the University of South Dakota. Approval of proctors is at the discretion of the USD Testing Center who has the right to deny the use of a proctor.

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For Office Use Only			
A: _____	G: _____	Onl: _____	Init:
AA: _____		Corr: _____	
NA: _____	E: _____	Oth: _____	