

GFC MSU Testing Center

Remote Student-Proctor Agreement

The signed pages must be returned to GFC MSU Testing Center during the first two weeks of class for fall and spring semesters, the first week for 8-week block courses and summer sessions.

Return by: Fax: (406) 771-5125; scan/email: etesting@gfcmsu.edu; drop off to Room R274

Student's Contact Information (PLEASE PRINT)

Name: _____

Phone #: _____ Email: _____

Reason for requesting remote proctoring (for example - I live in Helena, there are no proctors available in my area, I am quarantined):

Course	Instructor	1st 8 Weeks/2nd 8 Weeks/Semester

Student Responsibilities:

As a student in these courses, I agree to the following terms:

- **I will identify a proctor who meets institutional requirements and turn in this agreement form to the Testing Center within the first two weeks of the semester for fall and spring, the first week for 8-week block courses and summer sessions.**
- I will provide the proctor with dates of upcoming exams; I will make sure the proctor is available for all scheduled dates.
- Please reconfirm with your proctor five business days prior to each scheduled exam date. If exam date/time is changed from original, please notify your proctor.
- I will appear at the testing location promptly and with photo identification.
- I will comply with the testing conditions specified by the instructor (e.g. use of calculators, notes, etc.).
- I will pay the proctor/testing center any applicable proctor fees charged by the proctor's organization, and also pay for any related charges such as fax or scanning, if necessary.
- I will abide by the GFC MSU Student Conduct Code, especially sections 300.10 and 300.40.

Student Signature

Date

If for any reason you must find a new Proctor, you must contact the Testing Center as soon as possible before your next exam. You and your new Proctor will need to fill out a new Student-Proctor Agreement form.

An approved proctor is one of the following (please select):

- Official Testing Service of an Accredited University or College, Dean, Academic Department Head, Professor, Extension or Correspondence Administrator, or Registrar
- Superintendent, Principal, or Guidance Counselor of Educational Service Region, School, or District, either Public or Parochial
- Head Librarian of an academic or public library
- Education Officer (Armed Services Personnel Only)
- Corporate Education Director
- Job Service employee
- For high school students: high school Principal, full-time Teacher, Librarian, or Guidance Counselor

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, ECT.

All proctors must be verified with their stated organization or institution and have a work-related email address. As part of this verification process, proctors may be asked to provide a photocopy of a valid photo ID or business card to GFC MSU Testing Center.

Proctor Responsibilities:

As a proctor for (Student Name) _____, I agree to the following terms:

- I will administer the exam(s) to the student listed above and monitor the student (and computer screen if online) continuously during the exam.
- I am not any of the following to this student: family member, friend, supervisor, direct report, coworker, church official for the student's church (if applicable), or a coach/trainer.
- I will adhere to the specific proctor rules, which will be provided by the instructor with each exam.
- I will provide the student with an appropriate environment (quiet, distraction free) for taking exams. I understand that the student must take exams in an educational/professional setting. I understand that residential settings are not appropriate for taking exams.
- I will verify the identity of the student with a valid photo ID.
- I agree to provide adequate exam security as long as these documents are in my care.
- I will report any suspicious behaviors or attempts to cheat to the GFC MSU Testing Center.

Questions: I will contact the Great Falls College Testing Center by either phone (406) 268-3711 / (406) 771-2261 or email etesting@gfcmu.edu.

Proctor Signature

Date

Proctors -please retain this page for your records

Proctor Identification

Proctors should have a demonstrated professional or institutional commitment to education and intellectual integrity. The proctor should have no personal/vested interest in the student's academic success. The proctor should have a professional email address and phone (i.e. accounts like hotmail, yahoo, aol, verizon, etc. are unacceptable). Both the email and postal mail addresses should correspond to a school or business, and a physical location should be given in addition to or instead of a PO Box number. Regardless of professional position, no family member or close friend of the student will be allowed to serve as a proctor.

Approved proctors MAY be:

- Superintendent, Principal, full-time Teacher, Librarian, or Guidance Counselor of Educational Service Region, School, or District, either Public or Parochial
- Head Librarian of an academic or public library
- Dean, Academic Department Head, Professor, Extension or Correspondence Administrator, Registrar, or Official Testing Service of an Accredited University or College
- Education Officer (Armed Services Personnel Only)
- Established testing center personnel, either commercial or institutional
- Corporate Education Director
- Human Resources officers
- MSU Extension Service agents or adult education centers.
- Job Service employees
- For high school students: high school Principal, full-time Teacher, Librarian, or Guidance Counselor
- For students living outside the United States: a proctor whose position is equivalent to one of those listed above or an administrative official of a U.S. embassy or consulate

Proctors may NOT be:

- Family members
- Supervisors
- Direct reports
- Co-workers
- Friends
- Church officials
- Athletics personnel (coaches, trainers, counselors, etc.).

Proctor Responsibilities:

- Sign Student-Proctor Agreement form. Upon request, you may need to provide a photocopy of a valid photo ID card (i.e., Driver's License, employee/staff ID card) or business card to the GFC MSU Testing Center.
- The student will contact you in advance to schedule exams.
- You will be emailed a confirmation of testing times and appropriate testing conditions for each student you are proctoring.
- Verify the student's identity prior to taking each exam.
- Administer the exam(s) to the student under the conditions specified by the instructor and monitor the student continuously during the exam.
- Provide the student with the appropriate environment (quiet, distraction free) for taking exams.
- Residential settings are not appropriate for taking exams.
- Report any instances of attempted cheating or unauthorized use of materials to the GFC MSU Testing Center.