

PROCTOR AGREEMENT/VERIFICATION FORM

Education at a Distance for Growth and Excellence (UW EDGE)

The integrity of the University of Washington's EDGE examination process is fundamental to our program. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. **Please note that we will not be able to process this form unless you enclose a copy of your business or organization letterhead or card as a means of verifying your credentials.** When an individual is approved as a proctor, he/she represents UW EDGE and is responsible for the examination process.

The proctor agrees to the following responsibilities:

- Proctors must be fluent in English
- Security of the sealed examination until it is opened in the student's presence at the beginning of the examination session.
- Provision of a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor. **Proctoring at a home address is not permitted.**
- Verification of time limits and use of approved instructional materials (if stipulated) permitted during the examination process
- Termination of the examination, confiscation of exam materials, and immediate notification of UW EDGE at 206-616-7313 if there is improper conduct on the part of the student or any evidence that the examination process has been violated.
- Supervision of the student during a requested review of the completed exam - including overseeing that no copy of the test or notes that contain the exact wording of the test questions or answers are taken by the student during the review, and prompt return of the exam within the time limits stipulated in the review process.
- Email or fax the completed exam to edgematl@u.washington.edu / 206.685.7251 and mail the original within 2 days to University of Washington, EDGE Materials, Box 354978, Seattle, WA 98195-4978 (if you receive the exam via fax and do not administer it to the student, it must also be mailed back to EDGE within 2 days)
- If you receive the exam electronically, the file must be deleted within 24 hours after completion of the exam by the student.

STUDENT INFORMATION

Student ID # _____	Student Name _____	
Quarter _____	Year _____	Course Name _____

PROCTOR INFORMATION

Proctor Name _____	Title _____		
Phone _____	Institution/Company/Agency _____		
Business Address _____			
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Exams will be sent to you via email or fax. Please check the method you prefer:			
<input type="checkbox"/> Send exams to me via email; my email address is: _____			
<input type="checkbox"/> Send exams to me via fax; my fax number is: _____			
Included with this form is a copy of my <input type="checkbox"/> business/organization letterhead or <input type="checkbox"/> business/organization card (please check one)			
I understand and agree to carry out the responsibilities of an examination proctor in accordance with the requirements stated above			
_____ Proctor's Signature		_____ Date	

Email or fax completed form and letterhead/card to edgematl@u.washington.edu / 206.685.7251; or mail to University of Washington, EDGE Materials, Box 354978, Seattle, WA 98195-4978

Thank you for your cooperation. If you have questions, please call EDGE Materials Handlers at 206.616.7313.