

# PROCTOR AGREEMENT/VERIFICATION FORM (EDGE)

The integrity of the University of Washington's 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 the university and is responsible for the examination process.

Proctors must be fluent in English and must be one of the following:

- Dedicated Human Resources professional
- Supervisor, or other management professional
- Head librarian
- College/Community College/University testing center
- Learning Center (e.g. Huntington, Kumon, Sylvan)
- U.S. embassy/consular office
- Commissioned officer whose rank is higher than your own, or the education officer of the base (for military only)
- High school or college affiliated school superintendent, principal, counselor, administrator, or faculty member who is not your co-worker.

Your proctor may not be any of the following:

- Friends
- Family members
- Clergy

The proctor agrees to the following responsibilities:

- Provide a professional or organizational (non-personal) email address to receive exam materials.
- 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. A student may not use a PC during the exam, unless approved as a disability accommodation.
- Termination of the examination, confiscation of exam materials, and immediate notification of Materials Handlers (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. Photocopying an exam is not permitted.
- Email or fax the completed exam to [edgematl@u.washington.edu](mailto:edgematl@u.washington.edu) / 206.685.7251. Once you receive confirmation via email that the materials are received, send the original exam via regular mail to: University of Washington, Materials Handlers (EDGE), Box 359452, Seattle, WA 98195-9452. DO NOT send the exam via regular mail until an email confirmation has been received.
- The exam's electronic file must be deleted within 24 hours after completion of the exam by the student.

## STUDENT INFORMATION

Student ID # \_\_\_\_\_ Student Name \_\_\_\_\_  
Quarter \_\_\_\_\_ Year \_\_\_\_\_ All Course Abbreviations and Numbers \_\_\_\_\_

## PROCTOR INFORMATION

Proctor Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Institution/Company/Agency \_\_\_\_\_  
Business Address \_\_\_\_\_  
Street City State Zip

Contact information indicated above must match the business card or organization letterhead included with this form.

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 the completed form and business letterhead/card to [edgematl@u.washington.edu](mailto:edgematl@u.washington.edu) / 206.685.7251; or mail to University of Washington, Materials Handler (EDGE), Box 359452, Seattle, WA 98195-9452. Thank you for your cooperation. If you have questions, please call 206.616.7313.