

GFC MSU Remote Student- Proctor Agreement

**Completed, signed forms must be returned to the testing center by:**

**Fax: 406-771-5125 or scan and email to [etesting@gfcmsu.edu](mailto:etesting@gfcmsu.edu)**

**A NEW FORM MUST BE COMPLETED FOR EACH 8-WEEK BLOCK OR SEMESTER FOR 16-WEEK COURSE. AT LEAST 1-WEEK PRIOR TO FIRST EXAM DATE.**

Student's Contact Information (**Please print legibly to avoid delays**)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Course Number	Instructor Name	1 <sup>st</sup> Block/ 2 <sup>nd</sup> Block/Semester

By signing below, you agree to the following:

- I will identify a proctor who meets institutional requirements.
- I will complete and return this form within the first week of the start of semester.
- I will provide the proctor with all test dates to ensure they will be available for ALL scheduled dates.
- I will appear on time at the testing location with photo ID ready.
- I will comply with All testing rules specified by my instructor.
- I will be responsible for paying all testing fees, to include scans or faxing.
- I will abide by the GFCMSU Student Conduct Code, especially 300.10 and 300.40.

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Student Signature

Date

If for any reason you must find a new proctor, you must contact the Testing Center ASAP before your next exam. A new proctor agreement form must be completed.

Testing Center: 2100 16<sup>th</sup> Ave S, R274. 406-268-3711

To be an approved proctor, you must select one of the following: **If you are not able to mark an option below, but you feel you meet all other criteria, please contact the Testing Center ASAP.**

- Official Testing Center of an Accredited University or College. Dean, Academic Department Head
- Superintendent, Principal, Guidance Counselor or Librarian of Public or Parochial schools
- Public Library, either Head Librarian or Reference Librarian
- Corporate Education Director
- Job Service employee
- Other Please specify \_\_\_\_\_

Proctor's Contact Information (Please write legibly to avoid delays)

Name \_\_\_\_\_ Position \_\_\_\_\_

Name of Company/ Institution \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

MUST BE AN INSTITUTIONAL OR PROFESSIONAL EMAIL ADDRESS; NO GMAIL, YAHOO, ECT

All proctors must be verified and have a work-related email address.

By signing below, you agree to the following Proctor Responsibilities

I agree to proctor \_\_\_\_\_ (student name) for the course listed above

- I will always monitor the student and computer screen during the entire exam.
- I will be sure to walk around the students testing station periodically during the exam.
- I will adhere to the specific instructor rules and requirements.
- I will verify the identity of the student before each exam, with a photo ID.
- I will provide a testing computer with a working webcam and the ability to download Respondus lockdown browser.
- I understand Respondus Lockdown may have the ability to always record the testing screen.
- I will provide adequate exam security for as long as the documents are in my care.
- I will provide the student with an appropriate testing environment.
- I understand that exams must be taken in an educational/ professional setting.
- I understand that under NO circumstances is a residential setting appropriate.
- I AM NOT any of the following to this student: Family member, friend, supervisor, direct report, coworker, church official, coach, or trainer.
- I will report any suspicious behaviors or attempts to cheat to GFCMSU Testing Center immediately.

Questions: Contact GFCMSU Testing Center at 406-268-3711/ 406-771-5144 or

[etesting@gfcmsu.edu](mailto:etesting@gfcmsu.edu)

Proctor Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Proctors-Please retain this page for your records\***

**Proctor Identification**

Proctor 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. 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 or Reference 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 agents or adult education centers
- Job Service employees
- 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 US embassy or consulate.

**Proctor may NOT be:**

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

**Proctor Responsibilities:**

- Sign the Student-Proctor Agreement form.
- The student will contact you in advance to schedule exams.
- You will be emailed confirmation of testing times and appropriate testing conditions for each student you are proctoring.
- Verify the student's identity prior to administering each exam.
- Administer the exam (s) to the student under the conditions specified by the instructor and monitor the student during the exam to the best of the proctor's ability.
- Provide the student with an appropriate environment for taking exams.
- Residential settings are not appropriate for taking exams.
- Report any instances of attempted cheating or unauthorized use of materials to the GFCMSU Testing Center immediately.