

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:

- 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 206-685-2242, if there is improper conduct on the part of the student or any evidence that the examination process has been violated.
- **Return the exam materials to UW EDGE within 2 days of receipt, even if the student has not taken the exam.** University of Washington, EDGE Program, Box 352180, Seattle, WA 98195-2180 or fax to: 206-685-7251.
- 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.
- If the test is received electronically, the file must be deleted within 24 hours after completion of the exam by the student.

I understand and agree to carry out the responsibilities of an examination proctor in accordance with the requirements stated above for:

Student Name and ID # _____

Qtr/Year/Course Name _____

Proctor's Name (Please print)

Business Address

Title

City, State, Zip

Institution/Company/Agency

Business Phone and Fax

E-mail address

Proctor's Signature

Enclose a copy of your business letterhead or card and forward with the completed form to Nancy Wade in one of the following methods:

email to: edge@engr.washington.edu

fax to: 206/685-7251

mail to: EDGE Program, Box 358725, University of Washington, Seattle, WA 98195-2180

Your timely return of this form is appreciated as students often have educational and career deadlines to meet. Thank you for your cooperation. For questions, call Nancy Wade at 206/685-2242 or EDGE Course Materials at 206/543-4689.

