

Texas A&M-Commerce Proctor Security Agreement

This form is used to document the agreement of test proctors from other colleges and universities who agree to administer an exam to a Texas A&M-Commerce student. The student will be responsible for any proctoring fees charged by the agreeing test center or proctor.

Completed by Student:

Full Name: _____	
SSN or CWID: _____	Date of Birth: _____

Completed by Proctor: _____ (Call 903-886-5122 for questions about the Proctor Security Agreement)

Proctor Name & Title: _____

Telephone: (____) _____ Fax: (____) _____

E-mail address: _____

Institution: _____

I agree to administer an exam to the individual named above in a secure, proctored environment and to be present throughout the testing session.

I agree to verify the identity of the student by the use of a photo ID issued by a state or government agency (driver's license, passport, military ID, etc.) or a proper university issued ID.

I agree to take all necessary precautions and actions to ensure the security and confidentiality of the exam items.

I agree not to reproduce or copy, in any fashion, in whole or part, any of the materials of the exam. I acknowledge that all said materials are copyrighted and I agree not to share in any way such materials with any unauthorized persons.

I understand that I will be provided with a temporary password to access the on-line exam and will not divulge my password to anyone for any reason. I will notify the Student Assessment Office (at the phone number listed above or via e-mail) upon completion of the testing session.

Signature: _____ Date: _____

When completed, please fax to TAMU-C Office of Student Assessment at (903)468-3210