



Off-Site Proctored Exam Form

An **Off-Site Proctored Exam Form** must be completed for each exam at the time/date of completion and submitted with the completed exam to the instructor. **PLEASE BRING PHOTO IDENTIFICATION**, which is required for all proctored exams regardless of location.

Course Information	Completed by student - please print clearly.		
Course Number, Title, and Section Number:			
Term	Fall 20_____	Spring 20_____	Summer 20_____
Instructor			
Student Information			
Student's Name			
Student CMCC ID# and Photo Identification (specify, e.g. driver's license)			
Proctor's Information	Completed by Proctor - please print clearly.		
Name/Title			
Affiliation			
Address			
Email			
Phone/Fax			

Upon the student's completion of the exam, the Proctor should be sure to:

1. Complete the Proctor's Information above.
2. Read and sign the statement of responsibility below.
3. Fax, email or send the completed form to the instructor at: _____

Statement of Duties and Responsibilities - I will not give the student access to the test before it is administered. I will check photo identification to be certain the correct person is taking these tests. I will return completed test materials as soon as possible. I have read the description of my duties as Proctor. I understand that I am responsible for preserving the integrity of the test materials for this course and the testing process for the above named student.

Signature

Date