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.

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Completed by student - please print clearly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number, Title, and Section Number:</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Fall 20____ Spring 20____ Summer 20____</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
</tr>
</tbody>
</table>

**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