



Brazosport College Proctor Agreement

Thank you for agreeing to proctor exams for Brazosport College students. Please review the information below, sign and return email to bcproctor@braosport.edu or fax to (979) 230-3348.

Responsibilities of the proctor

1. Ensure the proctor does not have a personal relationship with the test taker.
2. Provide an appropriate, secure location free from distractions.
3. Be able to observe the student during the entire exam administration.
4. Ensure the availability of a good computer with rapid internet access if required.
5. Receive exam information, including the exam or password, and keep them **confidential** until the student is present and ready to begin the test.
6. Check the student's **picture ID** (student ID, Drivers License, etc.).
7. Maintain **time and date limits** as identified by the instructor.
8. See that the student does not access any materials, including cell phones, except **as authorized** by the instructor.
9. If it is a **computer** based exam, see that the student does not visit any websites after opening the exam. If required by the instructor, you may need to install BC's Respondus LockDown Browser.
10. See that the student does not communicate with any person other than the proctor during the test.
11. Once the exam is complete, please notify the **instructor** listed below:

Name: _____

Contact: _____

If there is evidence of improper conduct on the part of the student, please terminate the exam, confiscate exam materials, and notify the instructor as soon as possible.

Certificate of Supervision

I agree to proctor one or more exam(s) for Brazosport College according to the responsibilities listed above.

Name: _____ Title: _____

Phone: _____ Email: _____

Institution: _____

Institution Address: _____

Signature: _____ Date: _____