University of Houston-Downtown
Proctor Agreement Coversheet
Office of Testing Services

Anyone who is interested in having their exam proctored outside of UHD is welcomed to find an alternative proctoring test center. Suitable testing locations are found in community colleges, universities and learning centers. If you are in the military, check with your education officer.

If you need assistance in finding a testing location check the National College Testing Association (NCTA) website at **http://www.ncta-testing.org/cctc/find.php**. Many test centers nationwide are listed on this website. These facilities have experience in proctoring tests for various institutions.

Some proctors may charge a fee for their services. Students are responsible for all fees incurred while taking the exams. A proctor may not be related to you by blood or marriage. A proctor cannot be a co-worker, or peer to the individual enrolled in the class.

Please print out the below Proctor Agreement Form. Complete your portion of the form and then have your identified proctor complete their portion. To verify your CRN #, please check your class schedule. The proctor may submit the form on your behalf. Be sure to have the form scanned and submitted to the Office of Testing Services, **Testingservices@UHD.edu**.

This form _does not guarantee your proctor is approved_. The proctoring institution and the proctor must be approved by UHD Testing personnel. The Proctor Agreement Form must be completed and returned to UHD Testing Services. Once the proctored has been verified an approval email will be sent to the student and to the proctor.

If you have any questions or concerns send an email to **Testingservices@UHD.edu**.

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Subject to change without notice.

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Student Information

Name (Last, First, Middle) _____

Phone _____ UHD ID # _____

Email _____ Semester/Year _____

Course Name _____ CRN # _____

Course Name _____ CRN # _____

Course Name _____ CRN # _____

Course Name _____ CRN # _____

Student Signature _____ Date _____

Name (Last, First, Middle) _____

Position/Title _____

Company Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax Number _____

Company Email _____

To be filled out by proctor: *(initial next to each requirement)*

_____ I am not related (by blood or marriage) to the student above.

_____ I understand the student is not allowed to use their own personal computer.

_____ I have access to reliable internet source, fax and scanner.

_____ To ensure exam security for the paper and pencil exams I agree to scan the test to Testingservices@UHD.edu and mail the original back to UHD at conclusion of each exam.

_____ I agree to scan the student's ID to Testingservices@UHD.edu at the conclusion of each exam.

By signing below I agree to proctor the above student and will adhere to the procedures and guidelines provided by UHD Testing Services.

Proctor Signature _____ Date _____