



TJC

TYLER JUNIOR COLLEGE
P.O. BOX 9020
TYLER, TEXAS 75711

**Distance Learning
Test Proctoring
Agreement**

TJC Contact Information:

Phone: 903.510.2051

Fax: 903.510.2843

E-Mail: bmon@tjc.edu

Student should complete this section:

Student: _____ Professor: _____

A#: _____ Student Phone #: _____

Course: _____ E-mail Address: _____

Semester: Fall Spring Summer I Summer II Maymester

Year: _____

Testing Proctor should complete this section:

A student may be proctored by college or commercial testing personnel, local high school, or military education officer. Proctors should not have a conflict of interest, i.e., be a close friend, relative, supervised employee, etc. Students will be responsible for any costs associated with having their exams proctored.

Proctor: _____ Daytime Phone: _____

Title: _____ Fax Number: _____

Institution Address: _____

E-mail Address: _____

Proctor Agreement Statement

As an exam proctor, I will proctor the agreed upon test for this Tyler Junior Student. Following contact from the instructor, I will carefully review all test instructions and certify that each test be administered in accordance with the guidelines given. Dates, times and conditions for administering the exam will be coordinated in advance with the instructor.

I agree that all tests will remain confidential until administered to the student. Upon completion, the exam will be sent by fax or certified mail to the testing center at Tyler Junior College. I will file a copy of the exam until the end of the college semester. I have discussed any cost associated with proctoring the exam with the student.

Proctor Signature: _____ Date: _____