



# TJC

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

## Distance Learning Test Proctoring Agreement

### TJC Contact Information:

Phone: 903.510.2617

Fax: 903.510.2843

E-Mail:

[TestingServices@tjc.edu](mailto:TestingServices@tjc.edu)

### *Student should complete this section:*

Student: \_\_\_\_\_

Professor: \_\_\_\_\_

A#: \_\_\_\_\_

Student Phone #: \_\_\_\_\_

Course: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Semester:  Fall  Spring  Summer I  Summer II  Winter or  
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: \_\_\_\_\_