



# Fort Lewis College Testing Center

## PROCTOR AGREEMENT AND VERIFICATION FORM

<b>Proctor's Name:</b>	<b>Title:</b>
<b>Institution Name:</b>	<b>Institution Phone:</b>
<b>Institution Address:</b>	
<b>Email address:</b>	

The integrity of Fort Lewis College's Distance Learning examination process is crucial to our program. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. Please note that we will not be able to process this form unless you enclose a copy of your business or organization letterhead or card as a means of verifying your credentials. When an individual is approved as a proctor, s/he represents FLC Distance Learning and is responsible for the examination process.

Proctor agrees to the following responsibilities:

- Security of the sealed examination until it is opened in the student's presence at the beginning of the examination session.
- Provision of a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor. Proctoring at a home address is not permitted.
- Verification of time limits and use of approved instructional materials permitted during the examination process.
- Return of all papers, including scratch paper, examination questions, completed exam and proctor supervision agreement.
- If there is improper conduct on the part of the student or any evidence that the examination process has been violated, please terminate the exam, confiscate exam materials, and immediately notify the FLC Testing Center at 970.382.6938.
- **Return the exam materials to the Testing Center within 30 days of receipt, even if the student has not taken the exam.**

I understand and agree to carry out the responsibilities of an examination proctor in accordance with the requirements stated

above for: \_\_\_\_\_  
(student name)

Proctor's Signature \_\_\_\_\_

Thank you for your cooperation!

Please enclose a copy of your business letterhead or card and forward with the completed form to:

Fort Lewis College, Testing Center  
1000 Rim Drive, Noble 287 Durango, CO 81301  
phone: 970.382.6938 fax: 970.247.7070  
email: [testingcenter@fortlewis.edu](mailto:testingcenter@fortlewis.edu) website: <http://testingcenter.fortlewis.edu>