

STUDENT INFORMATION

- College
 Seminary

Your quizzes and exams for the course must be supervised by an officially approved proctor. It is your responsibility to contact a person to act as a proctor and submit this completed form **at the beginning of the course to allow sufficient time for the proctor package to be sent**. The person you select should be from the following list, 1) pastor or administrative staff of an established church, 2) **one of your (non peer) admissions references**, 3) Supervisor (must be of higher position or rank than student), 4) full-time librarian, 5) school superintendent, principal, counselor, teacher who is not your co-worker, or 6) faculty member or administrator of a college or university. Your proctor cannot be a relative, a current Heritage student or anyone who may be tempted to allow you to break the rules of the exam as stated on the Proctor Information Sheet.

Please return completed Proctor Agreement Forms to: lbaxter@heritagecs.edu for both College and Seminary.

I have contacted the person below who has agreed to act as the Online Learning Proctor for the course(s) listed. I certify that the information on this form is true and complete and understand that if I supply inaccurate or misleading information, I may be subject to discipline and my academic status at Heritage College & Seminary may be affected. I will provide PHOTO identification at the time of my testing.

Student Name (Print)	Student Signature
Email Address	Phone Number
Course Code / Course Name(s)	

PROCTOR INFORMATION (Fill in ALL fields) – Print CLEARLY

Identify the Proctor who has agreed to administer the exams and the location where the exams should be sent. Note that exams cannot be written in the home of the student.

Proctor's Name (Print)	Phone Number	Fax Number
Position / Occupation	Relationship to Student (i.e. supervisor, none, etc.)	
Email Address **MUST BE FILLED IN** (PRINT CLEARLY)		
Address	City/Province/ Postal Code	

PROCTOR AGREEMENT

The proctor agrees to the following responsibilities:

- Provision of a quiet, well-lit area free from noise and distraction within supervisory distance of the proctor.
- Verification of time limits and use of approved instructional materials as listed on the exam instructions.
- Provide a copy of student's photo identification (student card, driver's license, health card) on the Test/Quiz/Exam Return Form.
- Return of all papers, including scratch paper, examination questions, completed exam, and completed Test/Quiz/Exam Return Form that will accompany the exam. Photocopying or taking notes from the exam for use by the student or proctor is not permitted.
- Termination of the examination and immediate notification to the Online Learning Office at 1-800-465-1961 x228 if there is improper conduct on the part of the student or any evidence that the examination process has been violated.
- Upon completion of the exam, scan & email to lbaxter@heritagecs.edu for both college and seminary courses – or FAX 519-651-2870. Once you receive confirmation the test/exam has been received in full, the proctor is to shred all text/exam materials.
- NOTE: All proctor forms are kept securely & confidentially on file for 7 years.

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

Proctor Signature	Date
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