



PALO VERDE COLLEGE Off-Campus Proctor Agreement Form

Thank you for your willingness to proctor an examination for a PVC student. Please review the Off-campus Proctor Guidelines attached. If you meet the qualifications and are willing to assume the responsibilities, please sign and submit this agreement form.

Proctor Criteria:

1. Proctor must be an Appropriate Proctor as stated in the Off-campus Proctor Guidelines.
2. Proctor must have a business address and business e-mail address – Exceptions will be considered.
3. A copy of the proctors Driver's License/ID must accompany the Proctor Agreement Form.

PROCTOR INFORMATION

First, Middle, Last Name (Print)

Position Title

Type of ID and ID #

Employer Name:

Employer Address, City, State, Zip

Business Phone Number

Business E-mail address

Name of student to be proctored

Student ID#

PROCTOR AGREEMENT

We will confirm your position as stated above. Once you have been approved as this student's proctor we will be able to forward the examinations to you. We will send all exams to the email specified above.

I certify that I am an employee of the above institution or organization AND that I have no conflict of interest with regard to the proctoring of examinations for the student listed above. I have read and understand the off-campus proctor guidelines.

Proctor's Signature

Date

DISTANCE LEARNING OFFICE

**** Please return the completed off-campus proctor agreement form as soon as possible****

- Scan and email to: dlo@paloverde.edu
- Mail: Palo Verde College, ATTE: Distance Learning Office, One College Drive, Blythe CA 92226
- *If you have any questions, please feel free to contact us at (760) 921-5568*

Proctor verified by: _____

Date: _____