



## EXAMINATION PROCTOR AGREEMENT

Only one form per class (not test) is required

UA Little Rock students (including active duty and deployed service members) who reside outside of the metropolitan area, may take proctored exams at another center, or through our online proctoring service.

All proctors must fit these guidelines, provide a professional e-mail account, and a physical work address to verify his/her position:

**May NOT be a proctor**

- ◆ Relative, girl/boyfriend, or spouse
- ◆ Friend or peer
- ◆ Coach, co-worker, work supervisor
- ◆ Student or graduate student

**May be a proctor**

- ◆ Local college, professional testing center staff, or test administrator
- ◆ Professional learning, or tutoring center
- ◆ Embassy education officer, military base/station education officer
- ◆ Overseas (Military) Non-Commissioned Officer in Charge or Officer in Charge

### Student Information

Student Name: \_\_\_\_\_ UALRT#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Professor Name: \_\_\_\_\_ Course name, acronym, & number: \_\_\_\_\_  
(ex. Calculus, MATH 1451-990)

### Proctor Information

Proctor Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Institution \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Student and Proctor acknowledgement and agreement:

The **approved proctor must return this form**; not the UA Little Rock student. The proctor may choose to delegate responsibilities to a subordinate, however, the proctor agrees to serve as the person solely responsible to the University of Arkansas at Little Rock Testing Services for the resolution of any issues regarding the administration of this student's examination. The student and proctor agree to adhere to all of the exam specific instructions.

Student \_\_\_\_\_ signature; not typed

Proctor \_\_\_\_\_ signature; not typed. The proctor must return this form; not the student.  
Email: [proctor@ualr.edu](mailto:proctor@ualr.edu) or Fax: 501.569.8096

## INSTRUCTIONS

1. It is the student's responsibility to contact an acceptable proctor and make the arrangements for the exam.
2. All proctors must fit these guidelines, provide a professional e-mail account, and a physical work address to verify his/her position:
 

<b>May NOT</b> be a proctor	<b>May</b> be a proctor
<ul style="list-style-type: none"> <li>◆ Relative, girl/boyfriend or spouse</li> <li>◆ Friend or peer</li> <li>◆ Coach, co-worker, or work supervisor</li> <li>◆ Student or graduate student</li> </ul>	<ul style="list-style-type: none"> <li>◆ Local college, professional testing center staff, or test administrator</li> <li>◆ Professional learning, or tutoring center</li> <li>◆ Embassy education officer, military base/station education officer</li> <li>◆ Overseas (Military) Non-Commissioned Officer in Charge or Officer in Charge</li> </ul>
3. If a proctor opts to charge a fee, the fee is the responsibility of the student; not UA Little Rock.
4. Testing centers can be found on the NCTA website: [www.ncta-testing.org/cctc](http://www.ncta-testing.org/cctc)
5. The **proctor must return the completed form** to UA Little Rock Testing Services; not the student. Fax: **501.569.8096** or Email: [proctor@ualr.edu](mailto:proctor@ualr.edu)

### HOW TO SAVE THE DATA IN YOUR FORM:

A. Before you enter any information:

1. Download the form to your computer.
2. Enter your information in the appropriate fields.
3. **"Save"** to your hard-drive, and print, if desired.

or

B. If you have already completed the form online:

1. Bring up the **"Print"** menu and choose the **Microsoft XPS Document Writer** as your printer.
2. Click **Print**
3. A **"Save"** dialogue box will appear. Rename the \*.xps file and save the document to your hard-drive. Remember to remove the star "\*" in the \*.xps.
4. To convert the XPS document, select **"File"**
5. **"Properties"**
6. Find **"Opens with: XPS Viewer"**
7. Click the **"Change"** button. Click the arrow on the far right to list the programs you have available such as Adobe Acrobat or Word. Select a program.
8. **"Save"**

- C. The proctor must return the completed form to UA Little Rock Testing Services. Fax: **501.569.8096** or Email: [proctor@ualr.edu](mailto:proctor@ualr.edu)