

Christian Life College-Madison Proctor Agreement

Please return to:

Greg Pechacek, Lead Instructor
4909 E. Buckeye Rd
Madison, WI 53716
Fax: 608-441-1991
Office: 608-221-1528
gpechacek@citychurchonline.org

1. The student should select a proctor and makes arrangements *by the third week of the course* to have his/her examination supervised according to the following guidelines:
 - a. **Proctor:** Examinations must be supervised by a faculty member of CLCM or another accredited college or university, high school teacher or counselor, business leader or another unrelated third party such as a pastor or Christian leader. The student's employer, co-worker, employee, relative or friend may *not* serve as a proctor.
 - b. **Location:** The examination must be administered in an educational or professional location, such as a classroom or office. Restaurants and coffee shops are not suitable for proctoring or writing exams.
2. The student and proctor must complete the "Application for Examination" section of this form and return it to the lead instructor at least *two weeks prior to the testing date*.

APPLICATION FOR EXAMINATION

(Please print)

Student Name: _____

Address: _____

Cell Phone: _____ Other Phone: _____

Email Address: _____

Course Name and Number: _____

Proposed Test Date (s): _____

Name of Proposed Proctor: _____

Proctor's Title: _____

Proctor's Institution: _____

Proctor's Office Address: _____

Where will the exam be taken? _____

FOR THE PROCTOR

In order to ensure the academic integrity of examinations taken for Christian Life College-Madison, certain procedures must be followed. Listed below are the procedures under which the examination must be administered. *Any deviation from these procedures may invalidate the examination.*

1. The student must not have access to any books, notes or other materials unless specifically authorized by the lead instructor.
2. The student is to be allowed only the time specified for completing the examination. If no time limit is specified, the student may take as long as required to complete the exam.
3. The proctor must be willing to personally receive the exam, administer the exam by observing the student throughout the examination period, and return the exam to the lead instructor for grading.
4. *No one* may make a copy of any part of the examination.
5. *If the examination is not taken within two weeks* after the scheduled testing date, it is to be returned, unopened to the lead instructor at Christian Life College-Madison.

Christian Life College-Madison appreciates your important educational service to this student. If, however, you cannot personally proctor the examination according to the above procedures, please decline the student's request. If you accept this responsibility, please indicate this by signing below.

I accept the responsibility for proctoring exams under the procedures outlined above.

Signed: _____

Print Name: _____

Phone (s): _____ Email: _____