

Test Proctor Change Form

STEP ONE—Student Information

Name: _____ Address: _____
Phone: _____

STEP TWO—Proctor Information

Name: _____ Title: _____
Work Address: _____ Work Phone: _____
_____ Work Fax: _____
_____ E-Mail: _____
_____ Home Phone: _____

STEP THREE—Student and Proctor Agreement

Clarkson College views scholastic honesty as a reflection of our students' personal integrity. Therefore, all students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and examinations. [Scholastic Honesty](#) is defined in the Academic Information and Policy Section of the College Catalog. Students found guilty of scholastic dishonesty may be subject to disciplinary action. The judicial policies and procedures may be found in the [Student Handbook](#), Student Code of Conduct section.

If a breach of scholastic honesty occurs, the test proctor is responsible for notifying the Coordinator of Online Education within 24 hours.

Additional instructions or allowances (ie, the use of calculators, scratch paper, etc) will be sent to the proctor prior to the test availability.

Proctor Expectations:

- ✓ Proctor must be present during the exam.
- ✓ Maintain a quiet atmosphere while student tests.
- ✓ Provide a place for the student's personal belongings away from test area (including cell phone, and other electronic devices, and textbooks).

I have read, understand and agree to the above procedures/conditions.

Signed:

Student: _____ Date: _____

Test Proctor: _____ Date: _____

Print and submit this completed form using one of the following methods

Mail: Coordinator of Online Education, Clarkson College, 101 South 42nd Street, Omaha, NE 68131-2739

Fax: Coordinator of Online Education @ (402) 552-3575