

MERIDIAN COMMUNITY COLLEGE
910 Highway 19 N Meridian, MS 39307
Holladay Center for E-Learning
Mississippi Virtual Community College
Application for Off-Campus Test Proctor

Date: _____

Student's Full Name: _____

Student ID: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

School E-mail: _____

Reason for not coming to Campus:

List Course (e.g. ART 1113 8A, BIO 1613 8B2, etc.) and Instructor's Name for each course(s) enrolled in:

For Office Use Only:

Approval: () Granted () Declined _____ Date: _____

If declined, Reason: _____

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Proctor's Name: _____

Title: _____

Institution/Affiliation: _____

Address: _____

City, State, Zip, Code: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Relationship to Student: _____

I agree to serve as the proctor for examination of the referenced student. I acknowledge that I have no relationship with the student outside that listed above.

Proctor's Signature: _____ Date: _____

(Please attach a copy of your faculty/staff photo ID or statement of affiliation on organizational letterhead signed by an organization officer to this request)

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Proctor Confidentiality Agreement

As a test proctor, with access to the MSVCC passwords, it is important for you to maintain the confidentiality of any information to which you may have access in the course of your association as a proctor. This confidentiality extends to test, student, and faculty information.

Test information includes, but is not limited to:

- Content;
- Passwords;
- Length, format, or perceived difficulty of assessments.

Student information includes, but is not limited to, the following:

- Type of test being taken;
- Course or section in which the student is enrolled;
- Student data such as grades, ID number, address, or phone number;
- Results or outcomes of any tests taken in the Assessment Center.

Faculty information includes, but is not limited to:

- Faculty contact information not available to students;
- Frequency or infrequency of password changes;
- Deadlines or extensions;
- Materials in or associated with the online course site;
- Special provisions extended to students.

I understand and will comply with these requirements to maintain confidentiality of all information which I may come to know as a result being a test proctor. My signature below indicates that I acknowledge my responsibilities as an online test proctor.

Proctor Signature

Date