



## HASKELL TESTING CENTER (HTC) THIRD-PARTY PROCTOR AGREEMENT

I, \_\_\_\_\_, pledge to serve as a third-party proctor for \_\_\_\_\_, a student at Lewis & Clark Community College (LCCC). I will ensure that the student does not use any materials or resources while completing the examination, and that the student completes the examination within the prescribed time limit. I will not leave him/her unsupervised during the exam administration. At the end of the exam, I will destroy any scratch paper. Additionally, I will personally email/mail the completed exam(s) to LCCC Haskell Testing Center (HTC) immediately after the student has completed the exam(s).

I have read the above guidelines & will serve as a proctor for the student stated above

### PROCTOR INFORMATION

Name \_\_\_\_\_ Official Title \_\_\_\_\_  
Any Relationship to Student?      Yes      No      If yes, type \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### PROCTOR CONTACT INFORMATION

Facility Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Other Phone \_\_\_\_\_