



LCCC STUDENT PROCTOR AGREEMENT

As an LCCC student, I agree:

- To be responsible for:
 - Locating a third-party proctor
 - Supplying third-party proctors with contact information to the Assessment & Testing Center and my instructor(s)
 - Scheduling any and all appointments for my exams/quizzes/tests
- To ensure the exam results will be sent to the Assessment & Testing Center arriving no later than the assigned due date(s)
- To pay any postage fees AND any/all third-party proctor fees

NOTE: If you are having issues in locating a third-party proctor,
please contact the Assessment & Testing Center
at testingcenter@lc.edu OR 618-468-5232

STUDENT INFORMATION: By signing this form, you agree to and will comply with the Assessment & Testing Center policies & procedures.

First Name: _____ Last Name: _____

Email: _____ Phone: _____

ID: _____

Signature: _____ Date: _____

COURSE INFORMATION:

Prefix: _____ Number: _____

Name: _____ Instructor: _____

SUBMISSION: Return completed form via email at testingcenter@lc.edu or deliver to HK B25.