

# Proctor's Responsibility Form

For Saylor Direct Credit and other proctored exams at Saylor Academy

I attest that I performed the proctoring duties listed below:

- Verified student identification prior to the exam.
- Verified that no instructional materials or other aids were taken into the testing area by the student, except as specifically allowed by Saylor Academy.
- Verified that the student properly logged in.
- Verified that the student has read and agreed to the academic honesty statement.
- Entered the proper password to unlock the exam and did not reveal the password to the student.
- Ensured that the student did not receive or give assistance during the exam.
- Monitored the testing area at all times for the duration of exam administration.

I also attest that I will maintain strict confidentiality of all test results and online test administration information.

**I verify that I have met the requirements for being a proctor and that I have read, understood, and carried out the requirements outlined above.**

**Testing Location:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Exam Number (e.g. "CS101"):** \_\_\_\_\_

**Proctor's Signature:** \_\_\_\_\_

**Proctor's Name/Title:** \_\_\_\_\_

**Date of Exam:** \_\_\_\_\_

\_\_\_\_\_

Email a copy/image of this completed form to:

[sean.connor@saylor.org](mailto:sean.connor@saylor.org) – or use the secure form linked at [www.saylor.org/contact](http://www.saylor.org/contact)