Waldorf College

Proctor Agreement Form

Thank you for your willingness to serve as a proctor for a Waldorf College student. Please review the Examination Proctor Policy provided with this form. If you meet the qualifications and are willing to assume the responsibilities, please sign and submit this agreement form to Waldorf College by fax at (251) 224-0554. Should you have questions before, during, or after the examination, please call (877-267-2157) or e-mail (students@waldorf.edu).

STUDENT INFORMATION					
Last Name		First		Student ID	
Phone		Email			

PROCTOR INFORMATION					
☐ Check this box if you intend to proctor for other Waldorf College students than the one listed above. You will not need to complete an additional Proctor Agreement.					
Last Name		First		Middle Initial	
Title				If active military, indicate rank	
Degree Earned		School Name			
Employer					
Business Address					
	City		State		Zip
Email		Work Phone	( ) -		
Relationship to Student					

PROCTOR QUALIFICATIONS

Acceptable Proctors

- Supervisors (Must be at higher position or rank than student.)
- University/College Testing Center, Private Testing Center, Office of Waldorf College Representative, Base Testing Office
- School Principal, Vice Principal, Full-time Librarian, Teacher, or School Counselor
- College Professor, Dean, or Director
- Human Resource Manager, Training Director/Officer
- Minister, Priest, or Rabbi of an established church, temple, mosque, or synagogue

Unacceptable Proctors

- Assistant, tutor, neighbor, co-worker, relative, friend, Waldorf College student, or anyone with a conflict of interest. The individual you select to serve as your proctor must have no vested interest in your doing well on your exam.

PROCTOR CERTIFICATION

Waldorf College

The proctor must provide a business card verifying his/her qualifications.
Please attach here or submit on a separate piece of paper.
A letter from the proctor's employer may be substituted for the business card if one is not available.

This request will not be considered without the required support documentation.

I hereby certify I meet the requirements of a Waldorf College proctor. As an authorized exam proctor, I agree to adhere to those responsibilities and procedures outlined in the Waldorf College Examination Proctor Policy when administering Final Exams. Most importantly, by my signature below I attest that I will only allow the student to access his/her exam in my presence and that I will remain in proximity during the taking of this exam. I will close student access to the exam at the end of the four hours allotted. I also agree that Waldorf College may contact me for verification purposes and I grant permission for Waldorf College to verify my credentials.

Proctor Signature		Date	

Revised 06/9/11