UNIVERSITY COLLEGE OF THE CARIBBEAN

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Kingston 5
Jamaica, WI | Tel: 876-665-3000
Fax: 876-968-1926
www.ucc.edu.jm
ucconline@ucc.edu.jm |

Proctor Information Form

Please complete this form, including all the necessary proctor verification documentation located on page 2. Fax to the UCC Online Coordinator at 876-968-1926 or scan and email to ucconline@ucc.edu.jm.

Student Name: _____

UCC Student ID: _____Phone: _____

Student Email: _____

Course(s): _____

_____

_____

Proctor Information (Relatives, friends and co-workers are **not** suitable proctors)

Name:_____

Position/Title: _____ _____

Business/Library/School Name: _____

Business/Library/School Website: _____

Business Address: _____

_____

Business Phone Number: _____

Email Address: _____

Please note: The proctor's e-mail address MUST be a business e-mail address. Any Yahoo, Gmail, Hotmail, or other similar web-based email addresses will be subject to administrative approval.

To be read and signed by the proctor.

- I do hereby agree to administer the exam to the student listed above and to monitor the student (and computer screen if online) continuously during the exam.
- I will also adhere to the specific proctor rules, which will be provided with each exam.
- I agree to provide the student with a quiet, distraction free environment for taking exams and verify the identity of the student with a valid photo ID.
- I agree to provide adequate exam security.
- Tests must be taken within an educational or professional setting. Residential settings are not acceptable.
- All proctors must be verified with their stated organization or institution and have a work related email address.

Proctor's Signature …………………………………………………………..Date …………………………………..

Signature certifies that the enclosed verification information is authentic and complies with corresponding guideline (s) listed on the following page.

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For Office Use Only

Approved _____ NOT Approved _____

Verification Information

Both **Proctor Information form** and **Verification Information** are required for proctor approval.

Suitable Proctor	Verification Documents Required for Submission
A full-time member of the teaching faculty or an educational administrator of any regionally accredited institution of higher education	Submit the web address for the institution's staff directory where the proctor's name/position appears.
A full-time elementary or high school teacher, school librarian, or counselor.*	Submit a letter on official school letterhead from the proctor's principal, superintendent, or Human Resources Department verifying the proctor's position.
Any educational administrator who holds a position similar to a high school superintendent, principal, or a district/intermediate unit administrator.	Submit the web address for the institution's staff directory where the proctor's name/position appears.
A currently employed public librarian or other qualified library staff member**	Submit a letter written by the proctor's supervisor or Human Resources Department on official letterhead from the library system in which the proctor is employed. The letter must include verification of the proctor's employment and job title.
An employee of a corporation/agency where the student is NOT employed. This individual must not be a relative, friend or co-worker of the student.	Submit a letter on the organization's official letterhead from the proctor's supervisor, Human Resources Department, or hiring manager verifying employment of the proctor and listing the proctor's title and position.
Professional Testing Centers**	Submit a letter on testing center letterhead from the testing center manager verifying the site's mailing, phone number, and email address.

* A currently employed teacher may not request a fellow teacher as a proctor.

**It is recognized that the named proctor at public libraries or professional/college testing centres may delegate the proctoring to other qualified staff within the centre. The named proctor will still assume responsibility that all standards are met.

Please note the following:

- Examinations are sent by courier only to approved professional/business addresses.

- Examinations are not permitted to be faxed or emailed (unless exams are computer-based exams and approved for dispatch by email).

- Examinations must be taken within an educational or professional setting. Residential settings are not acceptable.

- For faculty/teacher proctors, examinations will not be sent to a home address during the summer; they will be sent to a business address, the institution's administrative office, library, etc.