

PROCTOR APPLICATION
Reformation International College
Reformation International Theological Seminary

Return this Form and all Exams and Correspondence by mail or email to either:

Reformation International College

-OR-

Reformation International Theological Seminary

1300 East University Blvd.

Melbourne, FL 32901 U.S.A.

Telephone (772) 663-8844

E-Mail address: registrar@reformation.edu

Mr. Miss Mrs. Rev. Dr. Other _____

Name: _____
(First) (Middle) (Last)

Street/ P.O. Box

City/Zip/Country

Business Phone: () _____ - _____ Fax: () _____ - _____ Home Phone: () _____ - _____

Birth Date: _____ Age: _____ Sex: _____

Relationship to student: _____

Email to which examinations should be sent for proctor to receive in expectation of exam date:

[Email address]

Exams may also be sent to the Proctor via e-mail. If this is considered an option for you, please provide your e-mail address. Your e-mail address will not be used for any other purposes other than correspondence directly related to examination matters:

Reminder from catalog: Proctors may be any person or institution which can maintain the confidentiality of the examinations and provide a secure location and situation for testing. A proctor *must be someone other than the student's family member, and may not be employed with the same institution where the student works.*

I am willing to serve as a proctor for _____.
Name of Student

NOTE: All references to “institution” in the checklist below refer to either Reformation International College or Reformation International Theological Seminary according to the student’s enrollment.

I am willing to abide by the requirements of the institution, which will normally be explained with the examination instructions when exams are sent.

I understand the exam must be taken at a neutral location (where no charts, maps, or other items may be seen by the student which might aid in the exam process except as otherwise noted).

I will keep the examination sealed or otherwise unseen from the student until the time of the exam.

I agree to provide a quiet location within close proximity to me so that I may assure myself of the veracity of the exam process.

OPT. 1. Proctor gets emailed copy of test and provides a computer for student to work on to fill in the answers on the test form. (Entirely electronic). When done, the proctor sends a copy of the test to RITS and awaits confirmation that the test is received and then deletes it from their computer assuring us that the student did not keep a copy of it.

OPT. 2. Proctor gets emailed copy of test and prints out a copy for student to work from on his own computer (if he brings a laptop). Student then copies his completed test to the proctor in electronic form and demonstrates to the proctor that the exam was deleted from computer as well as recycle bin. Proctor forwards to RITS and destroys paper copy. Upon confirmation of receipt of test, then the proctor confirms erasure of test from their files.

OPT 3. Proctor gets emailed copy of test and prints out a copy for student to work from on paper (if neither student nor proctor have computer to work on) and then arranges for the paper to be scanned and sent to you, making the same assurances upon receipt that the original is destroyed.

If timed, I agree that I will be strict in the observance of the time regulations.

Unless otherwise specified, I understand that the exam is to be completed at one sitting, and copies of the exam are not to be given to the student (even after completed).

If some circumstances arise where I can no longer be a proctor, I will notify the student prior to agreeing to proctor any examination.

I understand that every time a student is ready for an exam, he will need me to personally request the examination from the institution reaffirming my willingness to abide by the regulations set by the institution in proctoring his exam.

If the student is not able to take the exam at the date and time specified on that form, I will notify the institution, in writing, within two weeks, of the date for which the exam has been rescheduled. If no new date is set, I will destroy all forms of the examination, not allowing the student to review the exam at any point. I understand the institution will send a new examination when a new exam date is established and I personally request the new exam be sent.

I agree not to allow anyone to take the exam for the student or accompany the student during the examination.

I agree to make only one photocopy of the completed exam and mail the original to the institution for grading. Once the institution confirms receipt of the original, I agree to destroy the copy of the exam and keep no record or copies of the exam or any questions from the exam.

I agree to enforce any other items necessary to secure the veracity to the exam.

I agree not to discuss anything about the contents of this examination with the student prior to or during the exam. I also agree not to divulge the contents of this examination with anyone else at any time.

I understand that the institution is not responsible for payment of any fees to the proctor.

Signature of Proctor

Date