

Proctor Request Form

SECTION A: To be completed by student (print & sign at bottom)

Please complete and return both parts of this form as a PDF to testing-office@sjsu.edu.

Student Name: _____ SJSU ID#: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

Ethical Conduct & Academic Honesty Statement

I, the undersigned Student, understand and accept all of the following policies and conditions pertaining to academic honesty and ethical conduct during this exam. In addition to SJSU policy, the following terms also apply:

- All directions must be followed exactly as given. Any and all irregularities will be reported by the proctor and may result in your score being cancelled. The policy of San Jose State University permits one to be expelled from, or denied admission to, the University if an incidence of impersonation, cheating, or removal of test materials is confirmed.
- During the exam, please power off all electronic devices - including cell phones, pagers, watch alarms, handheld computers, calculators, tablets, laptops, smartwatches, other wearable technology, and any other personal devices. If any of your devices causes a disturbance in the testing area, or if you are observed during the test with a cell phone or other unauthorized item, electronic or otherwise, which may potentially function as a testing aid, we are required to confiscate your exam and dismiss you from the testing area. Your scores will be cancelled and you will be reported to the University.
- Unless otherwise approved in advance by the SJSU Testing Office and SJSU Accessible Education Center, you must take this exam under standard conditions. No accommodations will be provided unless they are otherwise indicated on your proctor's instruction sheet.
- Your essay MUST be written on the assigned topic. You will receive a score of zero if your essay does not answer the assigned topic.
- You must remain for the full duration of the exam. You may not skip any section of the test. Should you leave the examination early for any reason, your score will be cancelled. You must stop writing and close your essay booklet when asked. If you continue to write after the exam time expires, your score will be cancelled.

Student's Name (Print)

Student's Signature

SECTION B: To be completed by proctor

Proctors: please complete this form and return it as a PDF to the student. They will return it to us.

Proctor Name _____ Title _____

Institution Name _____

Address _____ City/State/Zip _____

Phone _____ Fax _____

E-mail _____

(you may, if desired, attach your business card here instead of completing the above information)

Brief job description (include prior proctoring experience) _____

I agree that I will administer the exams in accordance with the instructions provided by SJSU:

- I will keep all test materials confidential and store them in a locked cabinet or other secure space.
- I will supervise the student during the exam in a quiet, distraction-free environment.
- I will verify that the student finishes in the allowed timeframe, and will record their start/stop time.
- I will not allow the student to use personal devices or any other reference materials unless instructed.
- I will mail back completed exam materials within 1-2 business days after the student finishes.
- I will not allow anyone access to the student while taking their exams.
- I am not in any way related and/or affiliated to the student.

I hereby certify the requirements that are requested by San Jose State University.

Proctor Signature _____ Date: _____