



GRACE ONLINE PROCTOR AGREEMENT FORM

This form is an agreement between the Grace Christian University Prior Learning Assessment (PLA) Coordinator, student, and remote proctor to arrange for proctoring of a Grace issued challenge exam for a student outside of a reasonable travel distance from Grace Christian University. In order for the student to gain access to an exam, this form must be completed in its entirety and returned to the PLA Coordinator.

A proctor must:

- Not be a family member or student colleague of the examinee
- Be a test center proctor, librarian, teacher, employer or church staff member

By signing this form, the student agrees to

- Taking the exam at a scheduled time in the presence of the signed and agreed upon proctor
- Avoid the use of any other electronic devices or computer applications, other than Blackboard, during the exam period

Student Name: _____ Grace ID: _____

Phone: _____ Grace Email: _____

Signature: _____ Date: _____

By signing this form, the proctor agrees to

- be contacted by the PLA Coordinator prior to the examination
- verify that electronic devices, other than a computer/laptop, were not used by the examinee during the exam period
- verify that the student did not use any computer applications, except for Blackboard, during the exam period

Proctor Name: _____ Title: _____

Institution/Organization Name:

Institution/Organization Location: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Approved by: _____
(Grace Staff Only)

Date: _____



Approved by: _____
(Grace Staff Only)

Date: _____