

**Example of Email to Proctor. The information should be adjusted to fit your requirements.**  
**\*\*The student should be copied on this email as well so that they understand the terms of the proctored event.**

Dear \_\_\_\_\_:

Thank you for agreeing to proctor the \_\_\_\_\_(class name)\_ exam for \_\_\_\_\_(student name)\_\_\_\_\_. According to the attached form (student request form), the exam is scheduled for \_\_\_\_\_ hours on \_\_\_\_\_.

Please follow these guidelines for administering the test:

**\*\*1. The student must produce a photo ID before taking the exam.** The student must present photo identification, such as a college Student ID, driver's license, passport, etc.

2. The student is to complete and/or sign the attached Academic Honesty Disclosure Form in your presence.

3. If the event has a time limit, please make sure that the student does not go beyond the time limit stated above. If the event is to be completed on-line, the materials will automatically be submitted at the end of the allotted time. Suitable conditions and a quiet environment are extremely important.

4. At the conclusion of the administration, return all event materials to (mail, email, fax). . (Or if using computer testing, include password, instructions, etc.)

Unless submitted online, we ask that you keep a copy of the completed materials on file for the next three months in case the package is lost in transit. Do **not** allow student to keep a copy of his or her materials. Keep the signed copy of the Academic Honesty Disclosure Form on file for three months for both online and hard copy exam submissions.

5. The following must be read to the student before he/she is administered the event materials.

- a. Make sure you are completing the event for the course in which you are registered.
- b. Note the time that you are allowed for the event and pace yourself accordingly.
- c. You are not allowed to use any books, notes, other browser windows, or reference materials unless stated otherwise in the provided instructions.
- d. If you are caught using any unauthorized materials, the instructor will be notified and you will receive a 0 (zero) on the event.

Please contact me with any questions at (phone, email, etc.)

Thank you again for your assistance.

**Augusta Technical College**  
**Academic Honesty Disclosure Form**

This form must be signed by the proctor and returned to the instructor.

Student Name:

Student ID Number:

Course Instructor:

Event Date:                      Time:

Student E-mail Address:

Student:

I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others. I agree to abide by the rules and regulations and testify that this exam is being administered and taken within good faith and academic honesty.

Student Signature:

Proctor:

I agree to abide by the rules and regulations contained herein and testify that the exam is being administered and taken within good faith and academic honesty. I have verified the student's picture ID prior to allowing the student to take the exam.

Proctor Signature: