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## Proctor Form

### Student Agreement

If you are taking an online course at Goldenlink Academy and your exam requires proctored exam, please fill out the form and email it to the school [admin@goldenlink.com](mailto:admin@goldenlink.com)

Proctor's requirements

- Must have a university or college degree
- Must be a working professional (e.g. teacher, doctor, businessperson)
- Must be able to read and speak in English language
- Must not be a tutor, friend, student or relative
- Must have no-generic business email address

You must provide one of the following when submitting this form:

- Copy of the proctor's business card
- Name of the website where proctor's employment can be verified
- A letter of proctor's employment from proctor's employer

Student's name		Student's email	
Course name		Course code	
Exam date		Exam time (Eastern Time/ Toronto Time)	
Exam location			

### Proctor Agreement

As a proctor, you agree to

- Verify a photo ID for the student prior to the exam
- Personally administer and supervise the exam for the course
- Ensure no additional browser windows are open and no notes are utilized unless specifically indicated by Arktown teacher
- Not to make any alterations to the exam
- Ensure that the exam is returned promptly, as required

Proctor's name		Organization name	
Organisation Address		Organisation Phone	
Title		Proctor's email	
Exam location			

Date \_\_\_\_\_

Student's signature \_\_\_\_\_

Proctor's signature \_\_\_\_\_