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

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 Goldenlink teacher

· Not to make any alterations to the exam

· Ensure that the exam is returned promptly, as required

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

Date_____

Student's signature _____   Proctor's signature _____