



**NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE**  
University of the State of New York - Regents Research Fund

**Proctor's Responsibility Form**

**For the administration of college level examinations sponsored by  
the Saylor Foundation.**

I hereby attest that I will adhere to the proctoring duties listed below:

- Verify student identification prior to entering the testing area.
- Verify that no instructional materials or other aids are taken into the testing area by the student, unless specific permission is granted by The Saylor Foundation.
- Start up the computer and access the secure online test web site for the student.
- Verify the accuracy of the student identification information entered into the testing form.
- Assign the proper test key for the exam the student is completing.
- Ensure that the student does not receive or give assistance to/from others.
- Monitor the testing area at all times throughout the duration of exam administration.
- Maintain strict confidentiality of all test results and online test administration information.

I have read, understand, and agree to the requirements outlined above. I verify that I have met any requirements for being a proctor.

Location: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_