

## Pasadena City College Assessment Center

### Proctor Security Agreement for Remote ACCUPLACER Exam Administration

#### Veterans and Active Duty Military Personnel

As a member of the Testing or Assessment Center at my college, educational center or university I agree to administer the online ACCUPLACER exam to the student listed below in a secure, proctored environment and I understand that I must be present throughout the testing session.

- I certify the student is not directly related to me nor do I have a relationship with him/her that may cause a conflict of interest in proctoring this examination.
- I acknowledge that all materials displayed by the ACCUPLACER system are copyrighted, and I agree NOT to reproduce these in any way or to share them with any unauthorized persons.
- I understand that a student's personal computer or laptops are not permitted for use.
- I agree to verify the identity of the student named below by the use of a Valid Government Issued Photo ID (Driver's License, Passport, etc.). Expired or photocopies of ID are not acceptable forms of identification. No exceptions.
- I agree to observe the student at all times to ensure that no cheating occurs and I will report violations to the Pasadena City College Assessment Services Office at 626-585-7806 or [dkcarter@pasadena.edu](mailto:dkcarter@pasadena.edu). I understand that if cheating occurs the exam session must be terminated and results will become invalid.
- I understand that no dictionaries, calculators or other study aides are permitted for use.
- I agree to inform students that cell phones and electronic devices must be completely off and out of sight at all times.
- I agree that once the exam has been completed I will email the PCC Assessment Office Supervisor at [dkcarter@pasadena.edu](mailto:dkcarter@pasadena.edu) following the test session to inform her that the exam was completed.

**Provide your initials below to indicate that you agree to all testing terms, fill-in the date and complete the information below.** Email this document to [dkcarter@pasadena.edu](mailto:dkcarter@pasadena.edu) to the attention of Denise Carter, Supervisor Assessment Services Office. Please contact the Assessment Supervisor if you have any questions at 626-585-7806 or [dkcarter@pasadena.edu](mailto:dkcarter@pasadena.edu).

**Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Proctor Information:

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

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

Title: \_\_\_\_\_

College/University: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Student Information:

Student First Name: \_\_\_\_\_

Student Last Name: \_\_\_\_\_

PCC LancerPoint ID#: \_\_\_\_\_