



**Volusia Live Proctor Agreement Form 2020-2021**

A proctor is someone who ensures academic integrity by monitoring the conditions under which an assessment is administered. This form is a written agreement between the school, student, and proctor. The student and proctor will sign the form. This form will satisfy the proctor agreement for all Volusia Live classes.

I agree to serve as a proctor for assessments to be administered to the student named below. I declare that the following applies and I agree to the following conditions:

- I agree to monitor the student’s activity during online assessments.
- I agree to make sure the student remains on the online assessment site and does not go to other sites during the test.
- I agree to make sure that the student does not have access to the following during the assessment:
  - Class notes
  - Calculator unless authorized by the teacher
  - Textbooks
  - Cell phone
  - Other resources used to potentially find answers to assessment questions.
  - I agree to take all necessary precautions and actions to ensure the security and confidentiality of the test.

This agreement is good for the entire term of each class and may be terminated at will by the proctor, student, or school by providing written email notification to all parties involved.

**PARENT/PROCTOR NAME** \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**STUDENT NAME** \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Return this Agreement to your teacher.**