

# Proctor Verification Form

**The proctor must be a responsible adult, 21 or older, who is not related to the student.**

(Final exams for BYU courses require a proctor that is currently employed by a public or private school as an educator or office staff, or by a public librarian.)

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First Name of Student to be proctored

Last Name

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Proctor's First Name

Last Name

Job Title

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Proctor's Mailing Address

City

State

ZIP

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Proctor's Phone

Proctor's Email address

## For Verification and Security Purposes Only

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Your birth date

Last 4 digits of your SSN

I acknowledge that I will have access to Richard McKenna Charter High School Final Exams and the Idaho Standards Achievement Tests (ISAT) for the purpose of administering the test(s). I understand that these materials are highly secure, and it is my responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items or test booklets, copy, or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by Richard McKenna Charter High School.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. I will not answer test questions in the electronic assessment before, during, or after the administration of the test.
7. I understand my username and password for Richard McKenna Charter High School Final Exams and the ISAT electronic tests are secure and must remain confidential.

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

I verify by this signature that the information provided on this form is correct and truthful and that I will follow the testing procedures as outlined by Richard McKenna Charter High School.

**Please fax this form WITH A COPY OF YOUR DRIVER'S LICENSE to (208) 580-2450.**

Once this form is received at the RMCHS office, your login will be emailed to you.

*If you are already setup as a RMCHS proctor, you do not need to submit this form again. Simply ask the student to send a school email to the office requesting to have you assigned as their proctor.*

## Richard McKenna Charter High School

675 S. Haskett Street • Mountain Home, Idaho 83647 • office 208-580-2449 • fax 208-580-2450  
LEA #453      [www.rmckenna.org](http://www.rmckenna.org)