



U.S. INTERNATIONAL CHRISTIAN ACADEMY

is an independent, international autonomous global high school institution

Serving students since 2001

Owned and Operated by Teachers

25 years of experience in Teaching and Administration

www.USICAhs.org

admin@USICAhs.org



U.S. International Christian Academy is based on the concept that "God is the source of all life, truth, and knowledge. Therefore, true learning begins by knowing God".

EXAMINATION PROCTOR AGREEMENT/VERIFICATION FORM

The integrity of the U.S. International Christian Academy (U.S.I.C.A.) examination process is fundamental to our program. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. ***Please note that we will not be able to process this form unless you enclose a copy of your business or organization letterhead or business card as a means of verifying your credentials.*** When an individual is approved as a proctor, he/she represents U.S. International Christian Academy (U.S.I.C.A.) and is responsible for the examination process.

Proctors must be fluent in English and must be one of the following:

- Dedicated Human Resources professional
- Supervisor, or other management professional
- Head librarian
- Alternative H.S., College/Community College/University testing center
- Learning Center, Community Center, Detention Center
- U.S. embassy/Consular/Government Office

Your proctor may not be any of the following:

- Friends
- Family members
- Clergy
- High School or college affiliated school, principal, counselor, administrator, or faculty

The proctor agrees to the following responsibilities:

- Provide a professional or organizational (non-personal) email address to receive exam materials.
- Security of the sealed examination until it is opened in the student's presence at the beginning of the examination session.
- Provision of a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor. **Proctoring at a home address is not permitted.**
- Verification of time limits and use of approved instructional materials (if stipulated) permitted during the examination process. A student may not use a PC during the exam, unless approved as a disability accommodation.
- Termination of the examination, confiscation of exam materials, and immediate notification
- Supervision of the student during a requested review of the completed exam - including overseeing that no copy of the test or notes that contain the exact wording of the test questions or answers are taken by the student during the review, and prompt return of the exam within the time limits stipulated in the review process. Photocopying an exam is not permitted.
- The exam's electronic file must be deleted within 24 hours after completion of the exam by the student.

STUDENT INFORMATION

Student Name _____ Student Last Name _____
DOB _____ Year _____ USICA Course Abbreviations and Numbers _____

PROCTOR INFORMATION

Proctor Name _____ Title _____
Phone _____ Institution/Company/Agency _____
Business Address _____
Street City State Zip _____
Contact information indicated above <u>must match</u> the business card or organization letterhead included with this form and send to U.S. International Christian Academy www.USICAhs.org
I understand and agree to carry out the responsibilities of an examination proctor in accordance with the requirements stated above
_____ Proctor's Signature Date