



## HASKELL TESTING CENTER (HTC) THIRD-PARTY PROCTOR AGREEMENT FOR LCCC STUDENTS

As an LCCC student, I agree:

- To be responsible for:
  - Locating a third-party proctor
  - Supplying third-party proctors with contact information to the HTC & my instructor(s)
  - Scheduling any & all appointments for my exams/quizzes/tests
- To ensure the exam results will be sent to the HTC so that they arrived no later than assigned due dates
- To pay any postage fees AND any/all third-party proctor fees

NOTE: If you are having issues in locating a third-party proctor, please contact the HTC at [testingcenter@lc.edu](mailto:testingcenter@lc.edu) OR 618-468-5232

**STUDENT INFORMATION:** By signing this form, you agree to and will comply with HTC policies & procedures

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

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

Email: \_\_\_\_\_

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

ID: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### COURSE INFORMATION:

Prefix: \_\_\_\_\_

Number: \_\_\_\_\_

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

Instructor: \_\_\_\_\_

**SUBMISSION:** Return completed form to the HTC via email at [testingcenter@lc.edu](mailto:testingcenter@lc.edu) or deliver to HK B25.