NORCO COMMUNITY COLLEGE
2001 Third Street
Norco, CA 92860-2600
(951) 372-7000

Instructor:
Janet Frewing
(951) 372-7174
Janet.Frewing@rcc.edu

STUDENT / PROCTOR AGREEMENT FORM

<table>
<thead>
<tr>
<th>Name of Course Enrolled In</th>
<th>5-digit class code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor’s Name</td>
<td></td>
</tr>
</tbody>
</table>

STUDENT AGREEMENT (Please print legibly)

As a student, I agree to the following:

• To provide a stamped envelope for return of the exam, addressed to RCC Norco Campus
  2001 Third St.
  Norco, CA 92860-2600 ATTN: Janet Frewing

• To be responsible to locate a proctor and to set up an appointment for each exam.

• To take the exams during the possible exam dates at a time that is convenient for the proctor.

Student Name _______________________________ ID# _________________________
Email ____________________________________________
Email ______________________________________________
Address ____________________________________________
Phone (          )___________________________________
Phone (          )____________________________________
City ______________________________________________
State _____________  Zip Code _____________________

By signing this form, I (the student) agree to comply with the policies and procedures of Riverside Community College and those set forth in this document.

Student Signature ___________________________________ Date ______________________

PROCTOR AGREEMENT (Please print legibly)

As a proctor, I agree to the following (Choose the one that applies):

- [ ] I am a librarian, testing coordinator, administrator, or a teacher at a community college, university, elementary or secondary school.
- [ ] I am a chaplain, testing administrator, or education services officer for the military.

NOTE: If proctor does not match one of the choices above, this form will be denied.

I also agree to the following:

• I am not a current student of Riverside Community College. I am not a relative of any RCC student, nor do I live at the same address as any RCC student.

• I will validate the exam(s) by signing where indicated.

• I will personally mail the completed exam(s) to the instructor at RCC Norco, immediately after the student has completed the exam(s).

• I will do this voluntarily and will not receive any remuneration for my time or service.

Proctor Name ________________________________________ Title __________________________
Institution _______________________________________________________________________
Address (at institution) _______________________________________________________________________
City __________________________________________ State _____________  Zip Code _____________
Email address (at the institution) _____________________________________________________________

Phone Number: Employer’s (____) __________________________ Proctor’s Daytime (___) ____________

To protect the security and integrity of the exams and testing process, all exams must be mailed/emails to the institution where the proctor is employed as an educator or military service officer.

By signing this form, I (the proctor) agree to comply with the policies and procedures of Riverside Community College and those set forth in this document.

Proctor Signature ___________________________________ Date ______________________

PLEASE KEEP A COPY FOR YOUR REFERENCE