

The SEA Form is due TWO (2) WEEKS PRIOR to an exam if you are taking your first proctored exam OR you need to change your test center.

Student
Name

UID #

Phone #

Email

Course #1

Exam Option

Term

Year

Course #2

Exam Option

Term

Year

As a student, I agree to the following:

I will not keep, copy, paraphrase, distribute, or discuss any portion of the exam with other UCLA students, ESPECIALLY if I am approved to test before or after the official exam date. [UCLA Student Conduct Code: 102.01: Academic Dishonesty]

I am responsible for locating a proctor and will schedule appointments for exams as needed.

I am responsible for any fees associated with having my exam proctored off campus.

Student Signature

Date

IF YOU ARE SOLELY TESTING ON CAMPUS, DO NOT WRITE BELOW THIS LINE.
The bottom portion of this form is for off-campus proctors.

PROCTOR TYPE:

As a proctor, I confirm and agree to the following:

I am not a current UCLA student, a friend or relative of the student, direct supervisor of the student, employed by the student, or a co-worker of the student, nor do I live at the same address as the student.

I will verify the student's identity via a government issued ID or UCLA ID.

I will administer and supervise the indicated exams as prescribed by the instructor.

Upon completion, I will promptly scan and e-mail the completed exam per the instructions provided by MSOL.

Proctor Name

Proctor Title

Business Name

Business Email

Business Phone #

Business Address

I certify that I am an employee of the above institution/organization AND that I have no conflict of interest with regard to the proctoring of examinations for the student listed above.

Proctor Signature

Date