

The SEA Form is due TWO WEEKS PRIOR to an exam if you are taking your first exam as a new student OR you need to change your current proctor to a new proctor. Students who fail to submit their SEA Form on time risk forfeiting their ability to take an exam.

Student
Name

UID #

Contact #

E-mail

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

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, 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/e-mail or fax the completed exam per the instructions provided by MSOL.

Proctor Name

Title

Business Name

Business E-mail

Business #

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