

2018 USAD Online Individual Test Proctor Security Affidavit

* Required

Student Name *

Name of student you will be proctoring.

School City, Province *

Affidavit : I will serve as the Proctor for the online administration of the Academic Decathlon Essay and Art Test for the aforementioned student on April 5 and/or April 20, 2018. I am not a Decathlon team coach, assistant coach, or parent of this student. I am a school employee or authorized adult. I agree to administer and monitor the Essay and Art Test according to the rules and procedures below and according to the test directions that I will be provided.

1. I agree to read the test directions (provided by USAD) aloud to student.
2. I will make sure the student does not bring ANY materials into the room/area and will supervise the student being tested at all times to make sure he/she are not using aides of any kind (resource guides, notes, dictionary etc.).
3. I will monitor the student to make sure he/she does not leave the Internet browser window or open additional tabs within the window.
4. I will make sure the student is not using electronic devices of any kind (phones, ipods, etc.) besides the computer issued to him/her.
5. I will make sure the student begin testings at the same time as others and will not allow him/her to make up the test at a later date or time.
6. I will make sure the testing room is secure and will limit access to others. I will not allow coaches, parents, or any unauthorizred person in the testing room.

7. I will limit access to the test and test materials by test examinee to the actual testing period.

8. I will collect and check that all materials (scratch paper) have been returned before releasing the student from the testing session.

9. If a student is caught using aides or cheating, I will write down the student's ID number and report this as soon as possible to Daniele Grigsby at USAD. info@usad.org.

Confirmation

By submitting this form, I hereby acknowledge that I have permission to submit this information, that all above submitted information is accurate, and I will follow the rules and procedures stated above.

First Name *

Last Name *

Position/Title *

Email *

Phone *

Please email this completed form to: info@usad.org by April 4, 2018. Thank you for your assistance and cooperation.