



**Excel High School  
TEST PROCTOR FORM (TPF)**

*As an accreditation requirement and to enhance the integrity of our testing processes, Excel High School must validate through proctoring the authenticity of the online exam and its taker.*

*As a test proctor, you are agreeing to monitor the student whose name appears below during the test-taking process by watching for cheating and/or any unauthorized help from other persons or the use of textbooks, study aids, reference materials, or electronic equipment like calculators, cell phones, iPods, or any other instant messaging devices.*

*Once the student has submitted the online exam for grading, you are asked to return this form via ground mail to the address below. A final test grade will not be issued unless this form is received in the school offices.*

*Thank you for participating in this important process.*

*Kenneth L. Kuczynski, President*

Return the Test Proctor Form By US Mail to:

**Excel High School  
Testing and Validation  
4445 West 77<sup>th</sup> Street, Suite 209  
Edina, MN 55435**

**Test Proctoring Verification**

**(Please Print)**

*Test Date:* \_\_\_\_\_

*Student Name:* \_\_\_\_\_ *Student ID#:* \_\_\_\_\_

*Course Number:* \_\_\_\_\_ *Course Name:* \_\_\_\_\_

*Course Instructor:* \_\_\_\_\_

*I \_\_\_\_\_, verify that the above named student was proctored by me and that no cheating through the help of unauthorized persons or the use unauthorized materials, or devices took place during the taking of this exam.*

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_ *ID Number:* \_\_\_\_\_