



**OKLAHOMA
CareerTech**

CTTC

CareerTech Testing Center

Remote Proctoring Acknowledgement Form

Your remote proctoring test session will be recorded and stored for a minimum of two weeks to allow for random auditing of test sessions by the CareerTech Testing Center to verify security and other test procedures were followed during the session. This is to verify the test session process and has no bearing on the student or the student's exam result.

Please read the following guidelines so that you and your parent/guardian understand the process.

- I understand the remote test session is recorded and stored for a minimum of two (2) weeks for security audits by the testing provider – CareerTech Testing Center – a division of the Oklahoma Department of Career and Technology Education.
- I understand there are no breaks during the remote proctoring test session.
- I understand that the tester cannot talk with anyone during the test except for the exam proctor via microphone or chat.
- I understand that no background blurring is allowed.
- I understand that I must abide by all policies/guidelines of my school.
- I understand that no test information may be disclosed or reproduced in any way.
- I understand that I will have to show that my phone/electronic devices have been placed out of reach during the testing session.
- I understand that the screen view will show my desktop and myself while testing.
- Any approved testing materials will need to be shown to the camera before the test session begins. The proctor will explain these before the test session begins.
- If I become disconnected from my session, the proctor will Pause the exam session until the connection can be reestablished.

Student Name: _____

Student ID: _____

Date: _____

School Name: _____

Parent/Guardian of the Student: _____

Date: _____