

# UD Online Distance Learning Program

## Site Participation Agreement Form



Completion of this form expresses a commitment to provide services to UD Online students enrolled in University of Delaware distance learning courses. The testing site, work site, or exclusive site agrees to provide exam proctoring services which include: receiving and returning exams, ensuring security of exams, and proctoring exams in a quiet testing environment in a place of business. There are no fees or exchanges of money between the University of Delaware and the site participant. Any testing fees that may apply should be charged directly to the UD Online student by the participating site.

This form must be completed before a student registers, or at the time of registration. Please type or print information clearly and mail or fax this form to UD Online (see below). **Testing site proctors cannot be friends, family members, or employees. If the site participant is not an established testing center, please attach additional documents to verify the site contact's position such as a business card, a note from management on company letterhead, or a print-out from the organization's Web page with the site contact's name listed.**

|   |  |                         |
|---|--|-------------------------|
| <p><b>Please indicate the category that best describes your site.</b></p> <p><input type="checkbox"/> <b>Testing Site. Our site is willing to proctor any student.</b> (Testing sites agree to proctor any student and may assess a student testing fee. These sites are usually located at institutions of higher education, military bases, or private tutoring/testing companies.)</p> <p><input type="checkbox"/> <b>Work Site. Our site is willing to proctor only our employees.</b> (Work sites are employers with a human resources or employee education and training department, and agree to proctor only their employees.)</p> <p><input type="checkbox"/> <b>Exclusive Site. Our site is willing to proctor only the student whose name is printed below.</b> (Exclusive site contacts agree to proctor a specified student only. Exclusive site contacts may include professors, counselors, teachers, or administrators working in a public or private school or college; librarians; commissioned military officers; or other appropriate professionals to be approved by UD Online.)</p> |  |                         |
| Site or Company Name:   |  |                         |
| Mailing Address (street address required):  |  |                         |
| City:   | State:   | Zip (+4-digit):         |
| Name (please designate a site contact):   |  | Title:                  |
| E-mail:   | Phone:   | Fax:                    |
| Semester, if known  | Are you willing to participate as a UD Online site in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No |                         |
| <p>This location has the capacity to administer (Check one or both options, and indicate how many exams can be administered at a time.):</p> <p style="text-align: right;"><i>(Mozilla Firefox is the required browser to administer computer-based exams)</i></p> <p><input type="checkbox"/> Paper-based exams: _____ <input type="checkbox"/> Computer-based exams: _____</p>  |  |                         |
| UD Online student's name, if known (required for Exclusive Sites):  |  | Course ID(s), if known: |
| Site Contact's Signature:   |  | Date:                   |

**Please return this completed form to UD Online:**

**Mail:** Professional & Continuing Studies Resource Center; 850 Library Ave., Suite 200; Newark, DE 19711-7174

**Fax:** 302/831-3083

**Contact us:** 302/831-1078 or 1-800-597-1444, or [udonline-media@udel.edu](mailto:udonline-media@udel.edu).