



Orange County Department of Education  
Educational Services Division



Academic Pentathlon

**Proctor Affidavit – Online Testing**

I will serve as the Proctor for the online administration of the Orange County Academic Pentathlon tests for the school listed below. I agree to administer and monitor the tests according to the rules and procedures below and according to the test directions provided by the Orange County Department of Education (OCDE).

1. I will not divulge the contents of the tests/answers or give copies of the tests/answers to any other person, school, group, or agency.
2. I will not take photographs, record test questions, or keep any printed or electronic copies of the tests or test materials.
3. I will store all test materials in a locked/secure location before and after testing.
4. I will ensure the testing room is secure and will not allow other people in the testing room.
5. I will ensure all students from the school take each test at the same time and will not allow students who are absent to make up the test later. In the case of a student emergency, I will contact OCDE staff.
6. I will not allow students to have personal items (e.g. backpacks, purses, cell phones, smart watches, headphones) at their desk during testing. I understand that the only items students may have at their desks are an Academic Pentathlon authorized calculator, a pencil, and one sheet of blank scratch paper.
7. I will administer and monitor the tests according to this affidavit and the test directions I am provided.
8. I will supervise the students during each test to ensure they are not viewing the screens of other students, copying answers, or using aides of any kind (United States Academic Pentathlon Resource Guides, notes, other study materials, etc.).
9. If students are caught using aides or cheating (including using computers for purposes beyond taking the test), I will report the incident to OCDE staff by the end of the testing day.
10. I will report any unusual incidents, including students who did not complete the test(s), to OCDE staff by the end of the testing day.
11. I will not allow students to take photographs, record test questions, or keep any printed or electronic copies of the test materials.
12. I will not permit students or any other personnel to remove test materials from the testing room.
13. I will collect all scratch paper before excusing students from the testing room.
14. I will shred all test materials (including scratch paper) once testing is complete.

I certify that I will follow the proctor guidelines listed above while administering the Orange County Academic Pentathlon tests, which are official tests of the United States Academic Pentathlon. I will perform these duties in a manner consistent with the highest standards of honesty and integrity. I understand and agree that in the case of any questionable conduct, test results may be disqualified.

All students must take the essay test together between 12:00 p.m. – 5:00 p.m. on March 27 or April 1, 2025. All students must take the objective tests together on either April 5 or April 12, 2025 during the designated testing period set by OCDE staff.

What day and time will your team be starting the Essay test? \_\_\_\_\_

\_\_\_\_\_  
Proctor Name

\_\_\_\_\_  
Proctor Title

\_\_\_\_\_  
Proctor Signature

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Proctor Email

\_\_\_\_\_  
Date