



Proctoring Procedure:

- A proctor form must be completed and submitted for each class requiring a proctor.
- Students are responsible for finding an appropriate center or individual to proctor the exam.
- The Distance Education Proctor Form must be filled out and submitted at least 2 weeks prior to the first exam.
- Once the proctor is approved by the instructor, a proctoring agreement form will be sent to the proctor. By signing the agreement, the proctor consents to administer the exam(s) as directed.
- The student is responsible for arranging a date and time with the proctor to take each exam.
- If a proctoring fee is required, the student is responsible to pay this fee.
- Students must provide the proctor with a stamped envelope for submitting paper exams, scratch work, or other test materials.

Approved Instructors Include:

- School or Public Librarians
- Teachers/Professors
- Educational Administrators (principal/superintendent)
- Local College Testing Center Staff
- Adult Learning Centers
- Guidance Counselors
- Commanding Officers
- Military Education Officers or Embassy Education Officers
- Human Resource Representative
- Others (must be pre-approved by in the instructor)

Proctors may NOT be:

- Spouse, significant other or other family members
- Friends/classmates or other students
- Direct Supervisor
- Direct Reports/Employees
- Colleagues at Same Level
- Athletic or Assistant Coaches



This form must be completed by the student and proposed test proctor at least two weeks prior to the first exam and returned to the course instructor. All proctors are subject to approval.

Course Information:

Course: _____ Semester: _____

Instructor: _____

Student Information:

Student's Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Proctor Information:

Proctor's Name: _____

Proctor's Title: _____ Work Phone: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Business/School Website: _____

Testing Location: _____

How do you prefer to receive proctoring materials? U.S. Mail or E-mail? _____