Your proctor may not be a peer, friend, colleague, or family member. Examples of acceptable proctors include but are not limited to:

- Higher Education Faculty
- Principal
- Testing Officer
- Military Education Officer
- Librarian
- US Embassy Official
- Personnel Dept Administrator
- Counselor
- Prison Official
- Clergy Member

Name of Proctor (Last, First): ____________________________________________
Address: (Proctor’s preferred address)

   ____________________________________________
   ____________________________________________
   ____________________________________________

Relationship to Student: ____________________________________________
Email Address: ____________________________________________
Work Telephone: ____________________________________________
Fax Number: ____________________________________________

By signing this agreement, I claim that the above information is correct. I agree to verify proof of student identification, to monitor the examination, and verify that the academic integrity of this examination is not compromised.

Proctor Signature: ____________________________________________
Date: ____________________________________________

This examination request is made by:

Name of Student: ____________________________________________
Student ID #: ____________________________________________
Phone #: ____________________________________________
Email Address: ____________________________________________
Test Requested: ____________________________________________

Please sign and return this form, if you would be willing to act as a proctor for this exam. Pending instructor approval, the exam will be sent to you electronically or by return mail several days before the student’s scheduled exam time.