

Online Exam Proctor Form

**STUDENT INFORMATION:**

Student Name: \_\_\_\_\_

(last name) (first name) (MI)

Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Course and Exam Information**

Course: \_\_\_\_\_ Exam Dates: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROCTOR INFORMATION:**

Proctor's name: \_\_\_\_\_ Title: \_\_\_\_\_

Proctor's e-mail: \_\_\_\_\_

Proctor's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Proctoring Location:** The examination should be administered in a quiet, well-lit office or classroom setting conducive to concentration in view of the proctor.

**Proctor Responsibilities:**

- Ensure all necessary technologies are available and working.
- No copies of the exam other than the copy used for test-taking are to be made at any time.
- Check student photo ID to ensure the examinee is actually the person scheduled for the exam.
- The proctor must follow the instructor's requirements (if any) for administering the exam. These may include a time limit, specific allowable equipment (such as a calculator, notes, cover sheet, or scratch paper), etc.
- If the testing procedure is compromised due to the student's improper conduct, notify the teacher immediately. DO NOT stop the student if they are testing. Allow the student to complete their exam and once completed, inform the student of the irregularities noticed. Fill out an incident report and contact the teacher.

Proctor Signature: \_\_\_\_\_ Date: \_\_\_\_\_