



Division of Academic Outreach & Continuing Education

Distance Learning PROCTOR REQUEST FORM

Proctor Guidelines ~

Students enrolled in College Independent Study courses may be required to take their examinations with a proctor. Students must submit this Proctor Request Form to the Office of Academic Outreach for approval. It is your responsibility to contact the proctor for testing. Proctors cannot be related to the student in any way.

Proctors should hold one of the following positions:

- 1. Public or private community college or university faculty or staff within an academic department, distance learning or independent study office, counseling or advising center, dean, registrar, official testing center, library, HRM office.
2. Public or private K-12 faculty, principal or headmaster, vice-principal, guidance counselor, library, or school superintendent
3. Certified city or county librarian
4. United State Armed Forces Education Officer
5. Interactive Video Site Facilitator
6. Organizational supervisor or HRM officer

Examinations will be mailed or emailed to the approved proctor with appropriate instructions for supervising the exam. You must submit a photo ID to the proctor. You will need to provide adequate postage so that the proctor can mail the completed exam back to the instructor for grading. Exam grades and comments are mailed directly to you.

Please complete this Proctor Request Form and fax it to the number below at least one week prior to each exam date. You must fill out one form for each exam taken. Failure to fax this completed form will result in an exam not being sent to the proctor. Submit one form for each exam taken for each class in which you are enrolled.

Course & Proctor Information ~

Class: _____ Semester: _____ Instructor Name: _____

Student Name: _____ MSU ID: _____

Name of Proctor: _____ Proctor Phone: _____

Proctor Email: _____ Proctor FAX: _____

Proctor Title: _____ Employer: _____

Proctor Relationship to Student: _____

Proctor Address: _____ Street City/State Zip

FAX completed form at least one week prior to the exam date to: ATTN: Academic Outreach FAX: 662.325.0930