Proctor Request Form

This course requires students to arrange for a Proctor for one or more exams. Proctors must be approved by the instructor. The instructor reserves the right to approve or reject any requested Proctor. Generally, no relative or immediate work supervisor may serve as a Proctor.

Potentially Eligible Proctors include: Elementary or secondary school superintendents, principals, teachers or guidance counselors, Professional employees of accredited post-secondary colleges or universities, Professionals working for public or private libraries, Commissioned officers of the military (National Guard), Clergy, Iowa State University Extension staff, including county extension staff.

When making arrangements with a potential Proctor, be sure to arrange supervision for all your tests required for this course. A Blackboard code for each quiz will be sent directly to the Proctor by email. Your proctor will be asked to monitor student test-taking so that the test is closed-book with no notes, no help, no webpages, etc.

Complete the information below and e-mail this form to your instructor.

Proctor Request & Agreement

Course Title: ________________________________________

Instructor’s Name: _____________________________________

Instructor’s email: ___________________________________

Student Information Name (print): _____________________________

Email: ____________________________________________

Proctor Information Name (print): _____________________________

Job title: ____________________________________________

Phone number: ________________________________________

Email: ________________________________________

Address: ____________________________________________

City:________________________ State:_______ Zip: ________

Proctor’s signature: ________________________________________

(Signature indicates agreement to perform the Proctor duties as required by the instructor).