

Student Name _____

PROCTOR SELECTION

1. Read the following proctor qualifications and categories.
2. Select a proctor who meets the criteria and is agreeable to the policies and procedures.
3. Complete the request form and return it, via e-mail, fax, or US Mail to:

Digital Education E-mail: centralserv@purdue.edu
Purdue University Fax: (765) 496-1424
Stewart Center, G-59
128 Memorial Mall
West Lafayette IN, 47907-2034

Note

- The proctor and student must follow exam instructions, whether taken online or on paper.
- The proctor must meet the qualifications listed below and must be selected from the categories listed.
- The proctor may not be related to the student in any way, may not live in the same residence, and may not be a close neighbor or friend.
- The Digital Education Office will have final approval of proctor selection.

The proctor must meet these qualifications

- Hold a professional or a responsible supervisory position of employment
- Be willing to sign a certificate of compliance

The proctor must be selected from the following categories (please check all that apply)

- Military testing, training, or education officer
- Military commander or two ranks above student
- Community or area Learning Center staff
- Training/testing agency staff
- College/school/institute education staff, including Cooperative Extension staff
- Human Resources staff
- Workplace supervisor two levels above student
- Library staff
- Ordained clergy
- Law enforcement training or education office
- Correctional institution education or administration officer
- Hospital education coordinator

STUDENT INFORMATION PLEASE PRINT CLEARLY

Name _____
(Print name as it should appear on the Certificate of Completion)

Name of Course _____

E-mail Address _____

Address _____
(Federal Express will not deliver to U.S. P.O. Boxes)

City _____ State _____ ZIP _____

Day Phone _____

Signature _____ Date _____

PROCTOR INFORMATION PLEASE PRINT CLEARLY

Name _____

Title, Position, or Rank _____

Place of Employment _____

Business Address _____

City _____ State _____ ZIP _____

Work Phone _____ FAX _____

Email Address _____

How are you acquainted with the student? _____

Exam Location

The student and proctor must procure a site appropriate for testing. Exams are not to be administered in a home unless given special exception due to mobility limitations or special needs.

Return To:

Test Proctor Request, Digital Education
Purdue University
Stewart Center, G-59
128 Memorial Mall
West Lafayette IN, 47907-2034

E-mail: centralserv@purdue.edu
Fax: (765) 496-1424

I have read and agree to follow the guidelines listed in this document. I agree to comply fully with examination instructions and proctoring guidelines. I find the policies, procedures, instructions, and arrangements agreeable.

Signature _____ Date _____