Proctor Request Form
for the Central Service Final Exam

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
• This Proctor Request Form is for the Central Service Final Exam only.
• 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
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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 E-mail: centralserv@purdue.edu
Purdue University Fax: (765) 496-1424
Stewart Center, G-59
128 Memorial Mall
West Lafayette IN, 47907-2034

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 ______________________