E-mail this form to Dr. Leonore Findsen, LFINDSEN@purdue.edu, course coordinator for STAT 350.

PROCTOR APPROVAL FORM

Course Name/Number __________________________________________________________

Student Name ___________________________ PUID ________________________

Student e-mail address _________________________________________________________

Proctor Information – PLEASE PRINT

Name ________________________________________________________________

Address ________________________________________________________________

Title, position, or rank ______________________________________________________

Place of employment _______________________________________________________

Highest degree from an accredited college/university ____________________________

Name of college/university _________________________________________________

One of the following: Home phone __________ Work phone __________

E-mail address __________________________ Fax __________________________

Employment url __________________________________________________________

How are you acquainted with the student? _________________________________

Where will the exam be administered? ______________________________________

The instructor will e-mail the proctor a day or two before each exam date with instructions and the exam. The exam should be printed out for the student to take with a pencil. The exam should not be shared with the student before or after the proctoring time. After the exam is completed, the proctor immediately should scan/email OR fax the exam (including tables), cheat sheet and any scrap paper used back to the instructor and then also mail the original to the instructor as a back-up copy.
Who may not be a proctor:

- A friend or family member.
- Someone without at least a 4-year college degree.
- An immediate supervisor of the student.
- Someone without a professional e-mail address that includes the proctor's name. (For example, johndoe@university.edu or johndoe@bigcompany.com are professional e-mail addresses, but johndoe@gmail.com or sales@bigcompany.com would not be acceptable e-mail addresses.)
- Someone without easy access to a scanner or a fax machine.
- Someone not fluent in English.
- Someone not in the United States.
- Someone unwilling or unable to follow directions. (This includes a very busy person.)

Use of an inappropriate proctor can lead to academic misconduct charges against the student.

Please mark all that apply (at least one must be marked):

- Military testing, training, or education professional officer
- Military officer at least 2 ranks above student
- Community or area Learning Center professional staff
- Training/testing agency professional staff
- College/school/institute education professional staff, including Cooperative Extension
- Law enforcement training or education officer
- Correctional institution education or administration officer
- Human Resources professional staff (upon prior approval only)
- Workplace supervisor at least 2 levels above student (upon prior approval only)
- Other ____________________________ (must have prior approval of the instructor)

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.

__________________________________________  ________________________________  __________________
Student's name (please print)                      Student's signature             Date

__________________________________________  ________________________________
Proctor's signature                               Date