**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