

E-mail this form to Dr. Leonore Findsen, [LFINDSEN@purdue.edu](mailto: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](mailto: johndoe@university.edu) or [johndoe@bigcompany.com](mailto: johndoe@bigcompany.com) are professional e-mail addresses, but [johndoe@gmail.com](mailto: johndoe@gmail.com) or [sales@bigcompany.com](mailto: 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.

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Student's name (please print)

Student's signature

Date

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Proctor's signature

Date