External Exam Proctor Screening Form

TO BE COMPLETED BY STUDENT: (please print)

Student Name ___________________________________ School Email Address ____________________________________________

Work Phone ___________________________ Home Phone ____________________________________________

Course(s) and Instructor Name: ________________________________________________________________

TO BE COMPLETED BY PROCTOR (please print)

Proctor Name __________________________________ Title ____________________________________________

Institution Name ____________________________________________

Institution Address/City/State ____________________________________________

Work Telephone Number __________________________ Work Fax Number ____________________________________________

Work Email Address ____________________________________________

Do you have any special requirements for proctoring examinations? ____________________________________________

PROCTOR APPROVAL & AGREEMENT:

Once the above information is confirmed, via telephone, we will be able to forward the examinations to you.

Exam Proctoring: We will send the exams to you and the student will contact you personally when he/she is ready to take the exams at a date convenient to you both. Exams must be administered and supervised by you. Please note that we must send all exams to your institution address. Exams cannot be sent to or administered in a private residence.

I am not related to the student named above. I agree to personally administer the test(s) to the above student and I will not leave him or her unsupervised during the exam administration. I further understand that this a voluntary, non-paying, position unless arrangements are made between the student and proctor.

Proctor Signature __________________________________ Date ______________________

Please return this to the fax number 812-465-7131 or email to distance@usi.edu. For most courses, exams are emailed to the proctor 1 - 3 days before the exam is due. If you have questions, contact the USI Distance Education Office at 812/228-5124.

Thank you on behalf of the students and the University of Southern Indiana.