



External Proctor Approval Request Form

Completed by Student

Student Name:

Email Address:

Course Name & Number:

Term: Fall

Spring

Summer 1

Summer 2

Summer 3

Year:

Instructor Name:

Instructor Email Address:

Have you received permission from your instructor to have your exam proctored with an approved external proctor? Yes No

Completed by External Proctor

Proctor Name:

Title:

Phone Number:

Work Email Address:

Institution/Business Name:

Address:

List any special requirements for proctoring exams:

Proctoring Procedures and Responsibilities:

1. Complete the External Proctor section above, sign below and then scan and email to online.learning@usi.edu from the email address you provided in the External Proctor section above.
2. The student will contact you directly when he/she is ready to take an exam at a date that is convenient to both of you.
3. USI Online Learning will email exams to you 1-2 days before the exam appointments.
4. Exams must be administered and supervised only by you. Please note: Exams may not be proctored in a private residence.
5. On the day the exam is completed, please scan and email completed exams to the instructor's email and copy online.learning@usi.edu.

External Proctor Agreement:

By submitting this completed form to online.learning@usi.edu, I attest that I am not related to the student named above. I agree to administer and supervise the student during the exam(s). I further understand this is a voluntary, non-paying position, unless the student and I make other arrangements.

Signature:

Date: