

Proctor Information

Your instructor may require you to find a proctor for one or more tests. Please direct all questions regarding proctors to your course instructor.

If you want to come to Ames campus to take tests, make arrangements with your instructor for someone in his or her academic department to proctor your test.

Approved proctors include:

- Elementary or secondary school superintendents, principals, teachers, or guidance counselors
- Professional employees of accredited post secondary colleges or universities
- Professionals working for public or private libraries
- Commissioned officers of the military (National Guard)
- Clergy
- Iowa State University Extension staff including county extension staff

No relative or immediate work supervisor may proctor an examination.

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You are responsible for making **all** examination arrangements, paying any fees at the examination site and return examination postage.

Complete the information below and e-mail this form to your instructor.

Proctor Agreement

Course Number & Section _____

Student Name _____

Proctor Information

Name _____ Title _____

E-Mail _____

Employer _____ Business Phone _____

Business Mailing Address _____ Fax _____

City _____ State _____ Zip _____

By signing below I agree to proctor the student named above. This means I will monitor the student during test taking making sure no notes or textbooks are used unless I have been told otherwise by the instructor.

Proctor Signature _____ Date _____