

Online Graduate Engineering Programs
Exam Proctor Form
UNIVERSITY OF ARKANSAS

Student's Name _____

Day Telephone _____

Student ID Number _____

Student E-Mail _____

Academic Program _____

Proctor's Name _____

Employer _____

Position Title _____

Relationship to Student _____

The proctor should be someone from a library, a university testing center, your company's human resources/training department, or a military training center. It can NOT be a friend, a family member, or someone who works for you.

Proctor Work Address: (Please do not give a Post Office Box.)

Telephone Number	Fax Number	E-Mail
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The exam will be sent to you with exam dates, time limits and any other restrictions. The student is responsible for coordinating the exam with the proctor.

I hereby agree to proctor tests taken by the above named student, **verifying student identity against government issued photo ID**. I will carefully review the instructions provided by the professor and will certify that each test was administered in accordance with the guidelines before mailing. Examples of guidelines include permitting the student to have only the stated time to take the test; not allowing use of any notes or reference material if it is a closed-book test; and not allowing any colleague to provide assistance.

I understand that the tests and the final examination are to be sent to my attention via email and that I am to ensure that they are held confidential until administered. I will collect the test at the end of the specified time.

I will fax or scan/email the exam as instructed on the email message accompanying the exam. To safeguard against loss, I will retain the completed exam in a secure place to be destroyed immediately when exam grades are reported. I will never return the completed test or test questions to the student. I will never ask student to assist in faxing or returning the test and understand that to do so will result in the failure of the student.

Signature of Proctor

Date

This form must be completed and returned to Program Coordinator
Direct Fax: 479-575-7744
mse@uark.edu