

Distance Learning Proctor Information

Guidelines for Selecting a Proctor:

If you are taking exams in a location other than the arranged classroom, the proctor...

- Must hold a professional or a responsible supervisory position of employment
- Have at least one college degree
- *Must meet the qualifications listed and* must be selected from the categories listed on the Proctor Approval Form
- *May not be* related to the student in any way, may not live in the same residence, and may not be a close neighbor or friend
- Be willing to sign a certificate of compliance
- The student and proctor must procure a site appropriate for testing. Exams are not to be administered in a home unless given special exception due to mobility limitations or special needs.

Print off and complete the Proctor Request Form. Return it via e-mail attachment or fax at least one week before the first exam to:

Renee Figueroa
E-Mail: rfigueroa@purdue.edu
Fax: 765-494-0548

Upon approval of a proctor, the student may request exams to be e-mailed **to the proctor** to administer the exams. The proctor and student must follow exam instructions.

The Purdue Mathematics Department has final approval of proctor selection.

additional contact information:

Renee Figueroa
Mathematical Sciences Building
Purdue University
150 N. University Street
West Lafayette IN, 47907-2067

Phone: 765-494-1929

PROCTOR APPROVAL FORM

Course Number: MA 13900

Student Name _____ PUID _____

Student Address during summer term _____

Email _____ Phone Number _____

Proctor Information – PLEASE PRINT

Proctor Name _____

Address _____

Title, position, or rank _____

Place of employment _____

Highest degree from an accredited college/university _____

Name of college/university _____

Home phone _____ Work phone _____

E-mail address _____ Fax _____

How are you acquainted with the student? _____

Where will the exam be administered? _____

- _____ Military testing, training, or education professional officer
- _____ Military commander at least 2 ranks above student
- _____ Community or area Learning Center professional staff
- _____ Training/testing agency professional staff
- _____ College/school/institute/Cooperative Extension education professional staff
- _____ Law enforcement training or education officer
- _____ Correctional institution education or administration officer
- _____ Human Resources professional staff
- _____ Library professional staff
- _____ Ordained clergy
- _____ Other that you feel qualifies. Please describe _____

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.

Student's signature _____ Date _____

Proctor signature _____ Date _____