

## Testing Center Procedures & Proctor Form

**NOTE: This is NOT allowed if you are outside of the United States.**

Students outside of the United will need to use ProctorU, an online testing service(See Exam Testing Instructions **and** the ProctorU Test Taker Handout on the course webpage [www.math.purdue.edu](http://www.math.purdue.edu) ).

**Taking the exams at an official Testing Center near your summer residence.** Can be done at a nearby college or university testing center, or by a company that offers testing services (such as Sylvan); or you may also be able to find a public library that offer such services. Regardless of where you take your exam, proctors and students must follow all exam instructions.

Complete the Proctor Request Form(See the next page) and return it to the course coordinator, Owen K. Davis, via email before the due dates, which are stated in the Exam Testing Instructions posted on the course website. I will review the Proctor Form, and if there is any issue with the proctor form, I will contact you within 48 hours. If you do not hear from me within 48 hours, you can assume that you have my approval to take the exam in the testing center that you chose. I will get in contact with your proctor and provide him/her with the exam instructions.

Owen K. Davis  
Mathematical Sciences Building  
Purdue University  
150 N. University Street  
West Lafayette, IN 24907-2067  
Email: [davisok@purdue.edu](mailto:davisok@purdue.edu)

In case needed... Office Phone: 765-494-1931



# MA 16020 PROCTOR APPROVAL FORM

Student Name \_\_\_\_\_ PUID \_\_\_\_\_

## Proctor Information – PLEASE PRINT

Testing Center \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

\_\_\_\_\_  
Student's email address Date

\_\_\_\_\_  
Proctor signature Date