



# Proctor Request Form

## PROCTOR GUIDELINES

Student must submit this Proctor Request Form to the Center for Distance Education for approval at least one week prior to the exam date or as otherwise stated on your syllabus.

All proctors must fit the guidelines of this form and provide a professional e-mail account and physical work address to verify his/her title. If a proctor opts to charge a proctoring fee, the fee is the responsibility of the student, not MSU. If the proctor is unable to fulfill the required duties, it is his/her responsibility to notify both the student and the Center for Distance Education immediately. Then it is the student's responsibility to find another qualified proctor in their location. If the student cannot find a proctor to fit the guidelines then contact Gail Miller (662.325.2677) at the Center for Distance Education.

### Who cannot be a proctor?

- Relative, girl/boyfriend or spouse.
- Friend or Peer
- Coach
- Student or Grad Student

### Who can be a proctor? The proctor must hold one of the following occupational titles:

- Public or Certified Librarian
- School Superintendent, principal, assistant principal
- Local college/professional testing center staff or testing administrator
- Professional learning/tutoring center
- Embassy education officer, military base/station education officer
- Overseas (Military) Non Commissioned Officer in Charge or Officer in Charge

Examinations or online pass codes will be delivered to the approved proctor with appropriate instructions for supervising the exam at least 3 to 5 days before the exam opens, ONLY if proctor form received in a timely manner. Proctors must be approved by the Center for Distance Education and the individual faculty member. Online pass codes will be emailed to official business email addresses only. You must present a photo ID to the proctor for verification upon taking exams.

You are required to fill out one form for each class that requires a proctor. Only one form per class is needed unless new proctor is needed. Failure to submit the completed form within a timely manner may compromise the Instructors exam deadlines.

***Falsification of this document or proctor information will result in Academic Discipline.***

**Student Info:** All information MUST be typed, except signatures

Today's Date: \_\_\_\_\_ Semester: \_\_\_\_\_

Student Name: \_\_\_\_\_ NetID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Course: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

### Proctor Info:

Proctor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Proctor Employer: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Proctor Work Email: \_\_\_\_\_

*\*As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat or steal, nor will I accept the actions of those who do. My signature above indicates that I agree with, have read, and fully understand the information provided on both this Proctor Request Form and the MSU Honor Code.*