



## Proctor Exam Form

Student Name:		Student ID:	Date:
Address:			
City:		State:	Zip:
Email:		Phone:	
Course Number:	Course Title:		Professor:

The Proctor Exam Form must be submitted **3 business days in advance of the scheduled date** to VIU by email to [vacosta@ves.edu](mailto:vacosta@ves.edu) prior to taking an assigned exam, quiz, or any other testing needing academic accountability. No exam, quiz, or any other testing needing academic accountability may be taken without first submitting a proctor form. Select any person who will serve as a proctor and administer your exam to you. This person must meet at least one of the following criteria:

**PROCTORS MUST BE EITHER:**

- Librarian or Library employee
- Professor, educator, or teacher of any grade level
- Pastor, Chaplain, or Clergy
- Employee of a professional learning center
- Any employee of an academic Institution
- Military administrator who you do not know
- Someone holding a Master's Degree or above in any field of study

**PROCTOR INFORMATION:**

Name of Proctor:
Occupation:

"I agree as a Proctor to administer an exam to the student named above in a secure and quiet location, not to exceed 3 hours in length. If the exam is a hardcopy, I agree to email the completed exam to VIU."

**PROCTORS MAY NOT BE:**

- Any relative of the student
- Fellow student at VIU

**PROCTORS RESPONSIBILITIES:**

- Receive the Student Exam by mail from VIU
- Provide a quiet location to administer the exam
- Administer the exam to the student
- The exam must be completed in 3 hours or less
- Mail or fax completed exam to VIU
- Provide writing materials such as clean paper and pen if necessary, and quiet environment

Are you related by blood or marriage to the student?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
Age	Phone Number:
Date and time of scheduled exam:	
Email Address:	
Proctor Signature	Date