



## Veritas International University Proctor 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 [registrar@ves.edu](mailto:registrar@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:

### IDEAL PROCTOR CRITERIA:

- 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 whom you do not know
- Someone holding a Master's Degree or above in any field of study

### PROCTORS MAY NOT BE:

- Any relative of the student
- Fellow student at VIU

### PROCTOR RESPONSIBILITIES:

- Provide a quiet location to administer the exam
- Enter contact information to receive check-in code for student's exam login online
- The exam must be completed in 3 hours or less
- Proctor will receive check-out code once student has completed the exam

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### 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."

Signature	Date
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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:	