



Proctor Approval Form

Please complete this form, including all the necessary proctor verification documentation. Fax (814-863-9667) or email (undergrad@math.psu.edu) it to the Mathematics Department, Undergraduate Office.

Student Name: _____ PSU ID: _____

Phone: _____ Email: _____

Course(s): _____

PLEASE TYPE OR PRINT NEATLY ALL REQUESTED INFORMATION

Proctor Information (Relatives and friends are **not** suitable proctors)

Name: _____ Position/Title: _____

Business/Library/School Name: _____

Business/Library/School Website: _____

Business Address: _____
(Street)

_____ (City) _____ (State) _____ (Zip)

Business Phone Number: (____) _____
Area code Phone Number

Email Address: _____

Please note: The proctor's email address **MUST** be a business email address. Any Yahoo, Gmail, Hotmail, or other similar web-based email addresses will be subject to administrative approval.

To be read and signed by the proctor.

- I do hereby agree to administer the exam to the student listed above and to monitor the student (and computer screen if online) continuously during the exam.
- I will also adhere to the specific proctor rules, which will be provided with each exam.
- I agree to provide the student with a quiet, distraction free environment for taking exams and verify the identity of the student with a valid photo ID.
- I agree to provide adequate exam security.
- **Tests must be taken within an educational or professional setting. Residential settings are not acceptable.**
- **All proctors must be verified with their stated organization or institution and have a work related email address.**

Proctor's Name Printed _____

Proctor's Signature _____ **Date** _____

Signature certifies that the enclosed verification information is authentic and complies with guideline(s) listed on Proctor Information page.