



Student Information

You must choose a person from the following list to act as a proctor: 1) personnel or human resources director at your place of employment, 2) a full-time librarian, 3) administrator at a local school or college, 4) school superintendent, principal, counselor, administrator, or faculty member who is not your co-worker, 5) faculty member or administrator at an accredited college or university, 6) corporate education director, 7) commissioned officer whose rank is higher than your own, or the education officer of the base (for military only). **Your proctor cannot be related to you in any way or be chiefly a friend (it is not necessary that you know your proctor—many students meet their proctor for the first time when they approach them about proctoring).**

I have contacted the person below who has agreed to act as the Distance Learning Proctor for the course(s) listed. I certify that the information on this form is true and complete and I understand that if I supply inaccurate or misleading information, I may be subject to discipline and my academic status in the University of Arizona may be affected.

Student Name (Print)	Student Signature
Email Address (Please use your @email.arizona.edu address if you have one)	Phone Number
COURSE(s) Number. _____ (Example: PSYC 375)	

Proctor Information

Identify the Proctor who will administer the exams and location where exams will be sent.

Proctor's Name	Phone Number	Fax Number
Company Name	Proctor's Email Address	
Address (This must be the Proctor's Business address, Exams can not be sent to a home address)		
City, State & Zip		
Proctor's Position at Business	Relationship to Student (i.e. supervisor, none, etc)	

Proctor Agreement

The proctor agrees to the following responsibilities:

- Exam will not be given to the student until the specified time and date of scheduled exam.
- Provision of a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor. **Proctoring at a home address is not permitted.**
- Verification of time limits and use of approved instructional materials (if stipulated) permitted during the examination process. **Students may only use those materials listed in the exam instructions.**
- Return of all papers, including scratch paper, examination questions, completed exam, evaluation, and the completed Test Certification form that will accompany the exam. **Photocopying or taking notes from an exam, for use by the student or proctor, is not permitted.**
- Termination of the examination, confiscation of exam materials, and immediately notify UA Distance Learning at 520-626-2079 or 800-478-9508, if there is improper conduct on the part of the student or any evidence that the examination process has been violated.
- **Upon completion of the exam, return the exam materials as indicated in the instructions you receive or immediately to Colleen Reed by fax and also by placing the original in the mail (see fax and mailing information below).**

I understand and agree to carry out the responsibilities of an exam proctor in accordance with the requirements stated above.

Proctor Signature

Submit this form
By FAX to 520-626-1102 or mail to
The University of Arizona - Outreach College
888 N. Euclid Ave., USB Rm 301
PO Box 210158
Tucson, AZ 85721-0158