

PROCTOR EXAM FORM

Student Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Course Number and Title: _____

The Exam Proctor Form must be submitted to VES by fax (951.677.7017) or mail prior to taking an assigned exam, quiz, or any other testing needing academic accountability. 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:

1. Librarian or library employee
2. Professor, educator, or teacher of any grade level student at VES
3. Pastor, chaplain or clergy
4. Professional/academic Counselor
5. Employee of a professional learning center
6. Any employee of an academic institution
7. Military administrator whom you do not know
8. Someone holding a masters degree or above in any field of study

Proctors may not be:

1. Family member or cousins
2. Fellow



Proctor responsibilities:

1. Receive the Student exam by email from VES.
2. Provide a quiet location to administer the exam.
3. Give the exam to the student. The exam must be completed in three hours or less.
4. Mail or fax completed exam to VES.
5. Provide writing materials such as clean paper and pen if necessary.

Proctor Information: (please print clearly)

Name of Proctor: _____

Occupation: _____

Address: _____

Are you related by blood or marriage to the student? Yes No

Age: _____ Phone: _____ Email: _____
(you will receive the exam at this email address)

I agree as a proctor to administer an exam to the student named above in a secure and quiet location, not to exceed three hours in length. After the completion of the exam, I agree to mail or fax the completed exam to Veritas Evangelical Seminary.

Proctor Signature Date: _____