

Proctor Application

Print out this application so that the proctor can sign it, and then FAX (or mail) the completed form to your PUC CyberCourses teacher. (Contact your teacher for this address.)

Student Info

Name: _____ E-mail: _____

Proctor Info

Name: _____

E-mail address: _____ Phone number: _____

FAX number: _____

Mailing address (only if you can't receive FAXes or e-mail attachments): _____

Procedures for Proctors

The student named above has requested your services as a proctor for tests and/or quizzes required for an online course. Please read this list of procedures to help you determine if you are willing to function in this capacity:

- The test or quiz will be sent to you by e-mail, FAX, or postal service.
- Keep the test or quiz in your possession and do **not** share it with the student until the time arranged for the student to do the test or quiz.
- Supervise the student while he/she works on the test or quiz for the length of time specified.
- Assure that the conditions specified for the test or quiz are met (Ex: no notes or texts, or notes OK, but no text, etc.).
- Once the specified time is up, collect the test or quiz whether the student claims he/she is finished or not.
- FAX or mail the student's test or quiz to the teacher. The student is NOT to handle the test or quiz paper once the allotted time is up.

To Be Signed by Proctor

- I am (circle one) a certified teacher, an ordained minister, a librarian, or an employee of Pacific Union College or a commercial tutoring service (Ex: Sylvan Learning Centers, etc.).
- I am NOT related to the above named student.
- I am willing to act in the capacity of a proctor on the date the student has specified.
- I will comply with the "Procedures for Proctors" outlined above.

Signed, _____ Date: _____