



PROPOSED PROCTOR APPROVAL REQUEST

Student must provide a stamped envelope for the proctor to mail this form to the instructor.

A test proctor is the person responsible for administering your exam. **The exam may be proctored at or by one of the following: 1) Library or 2) Education testing officer (military only) or 3) a responsible professional**, such as local schoolteacher, proctors at local testing centers, HR personnel, or supervisors, who is **not a relative, a friend, a coworker, or a fellow student**, and they agree to:

1. Receive the exam materials
2. Administer the exams in compliance with instructions provided by course instructor on the dates indicated
3. Return completed answer sheets in a timely manner

All proctors will be pre-approved by your instructor. The assignment of the proctor is based on his/her availability, reliability, and impartiality. The exam is mailed directly to the test proctor. **You must present a valid picture ID to the proctor when taking the exam.**

TO BE COMPLETED BY THE STUDENT: Please type or print CLEARLY.

Your Name:	Student ID
Course Name:	
Instructor's Name:	
Instructor's Address: (Street address, City, State & ZIP code)	

TO BE COMPLETED BY THE PROPOSED PROCTOR:

Proctor's Name:	Title:
Signature:	Date:
Company Name:	Telephone:
Address: (Street, City, State, ZIP)	
Please attach a copy of proctor's ID with a signature on it. Please attach a business card, if available.	

TO BE COMPLETED BY THE INSTRUCTOR:

The proctor you proposed above is:	Approved: <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
Instructor's Signature:	Date:	

This form is not needed if proctoring your exam at a City University of Seattle campus.