



TESTING SERVICES PROCTOR APPROVAL FORM

Student Responsibilities

1. Identify a person to serve as a proctor. Proctors may be, but are not limited to, the following professions.

- A librarian or someone in an administrative position at the library
- A certified teacher, a school counselor, an administrator, or another school district official in a supervisory position (superintendent, principal, or assistant principal)
- A faculty member or administrator of a regionally accredited institution
- A military officer (must be a higher rank than the student) or a military Educational Counselor
- A corporate or government agency education official (corporate trainer, human resources staff member, development coordinator, etc.)
- An ordained clergy member (minister, priest, rabbi, pastor, etc.)
- Proctors may **not** be:
 - A friend or relative
 - A current Alabama A&M University student (Contact your instructor for clarification)

2. Print BOTH pages of this Proctor Approval Form.

3. Present the forms to the proctor, in person.

4. Submit the completed forms to

Alabama A&M University Testing Services

P.O. Box 549

Normal Alabama 35762-0549 or email to testing@aamu.edu

The forms should be received by Testing Service at least 5 days prior to the date of the first exam.

5. Set an appointment for exam(s)

6. Reimburse the proctor for expenses (mailing costs, proctor, and/or site fees) prior to the exam.

7. Review the Testing Services Alabama A&M University Academic Honesty policy

<http://www.aamu.edu/academics/academicresources/pages/academic-honesty.aspx>.

8. To be completed by the student: (please print clearly or type)

AAMU Banner Identification Number: A00 _____

LAST NAME: _____ FIRST NAME _____

Address: _____

City _____ State _____ Zip: _____

Daytime phone: _____ E-mail: _____

Course Title: _____

Course Section: _____ Instructor: _____

Examinations will not be submitted to a proctor until the proctor has been approved.



TESTING SERVICES PROCTOR APPROVAL FORM

Proctor Responsibilities

To be completed by proctor: (please print clearly or type)

Student's Name: _____

Proctor's Name _____

Proctor's Title: _____

Verifiable Business Name: _____

Verifiable Business Address: _____

City _____ State _____ Zip _____

Business Phone No: _____ Business Fax No: _____

Business E-mail (required) _____

In what capacity do you know this student? _____

I have met, in person, with the above-named student and I agree to proctor the examination(s) for this student in accordance with the written directions provided by the instructor and Alabama A&M University. I am not a friend or relative of the student, nor am I a current AAMU student. I agree to verify the student's identification (ID) when proctoring, and I have reviewed the Testing Services Alabama A&M University academic honesty policy, which is available at <http://www.aamu.edu/academics/academicresources/pages/academic-honesty.aspx> .

I will collect any necessary fees associated with the administration of the exam from the student prior to the start of the testing session. I will provide a quiet, distraction-free place in which the student may take the exam, and I will make basic equipment (i.e. desk, chair, computer) and materials available to take the exam. I will stay in the exam room or in a nearby area during the testing process. I will personally mail or fax the completed exam(s) to the Testing Services Center at Alabama A&M University immediately after the student has completed the work (the day after the exam at the latest, if paper-based). Note: Instructor policies supersede the guidelines given here.

I certify that the information on this form is true and complete and I understand that inaccurate or misleading information may affect the student's academic status. I also agree to notify the Testing Services Center immediately if any of the above information or circumstances change.

Proctor's Name: (please print or type) _____

Signature: _____

Date: _____

This form should be submitted to Testing Services at least (5) days before the first exam date.

Alabama A&M University, Testing Services Center
P.O. Box 549

Normal Alabama 35762-0549 or Email form to testing@aamu.edu

(For any questions or additional information, contact Dr. Selicia S. Kidd, Director, Testing Services 256-372-5653)