

**PROCTOR APPROVAL FORM – Student Responsibilities**

- 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, 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 higher rank than 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

- Print the Proctor Approval Forms (two pages)
- Present the forms to the proctor, in person
- Submit the completed forms to Alabama A&M University:  
Fax to: (256) 372-5665, Email to: [testing@aamu.edu](mailto:testing@aamu.edu) or  
Mail to: Testing Services; Alabama A&M University; PO Box 549; Normal Alabama 35762-0549

**Note: The forms should be received by Alabama A&M University 5 days prior to the date of the first exam.**

- Set an appointment for exam(s)
- Reimburse proctor for expenses (mailing costs, proctor and/or site fees) before exam begins

Please review the Testing Services Alabama A&M University academic honesty policy, which is available at

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

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

AAMU BANNER Identification Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Section: \_\_\_\_\_ Instructor: \_\_\_\_\_

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

**PROCTOR APPROVAL FORM – Proctor Responsibilities**

One Time <input type="checkbox"/> Semester <input type="checkbox"/>
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**To be completed by proctor: (please print clearly or type)**

Student Name: \_\_\_\_\_

Proctor Name/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? \_\_\_\_\_

Preferred Phone No: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

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 (day after exam at the latest, if paper based). Note: Instructor policies supersede 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be submitted to Alabama A&amp;M University 5 days before the first exam date.

Testing Services Center  
Alabama A&M University  
PO Box 549  
Normal Alabama 35762-0549

FAX: 256-372-5665