

Vincennes University

Distance Education – Proctor Approval Form

Course Title _____

Course Instructor _____

Student's Name _____

Student's Email Address _____

Proctor's Name _____

Proctor's Position _____

Proctor's Place of Employment _____

Address _____

Phone Number _____

Email Address _____

Highest degree from a college or university _____

Name of college/university _____

Signature _____

We recommend that your proctor be selected from the following categories:

- Military testing, training or education officer
- Military commander or two ranks above student
- Community or Area Learning Center staff
- Training/testing agency staff
- College/school/institute education staff
- Human Resources staff
- Workplace supervisor two levels above student
- Library staff
- Ordained Clergy
- Law Enforcement training or education office

To the Examination Proctor:

The student named above has submitted your name as one who would assist him/her in completing a distance education course from Vincennes University by serving as an examination proctor. We recognize the commitment required of you to serve in this capacity and appreciate your willingness to help this student work toward an important educational objective.

**Please return this completed form to the Instructor of Record
and retain the following page for your use.**

The following list of instructions is extremely important to maintaining the integrity of our Distance Education Program. It is important that they be followed as written. If questions arise during the time you are serving as an examination proctor, please feel free to call the Distance Education Office at 800-880-7961 or 812-888-5900 to seek clarification.

Instructions:

1. The examination is to be completed as nearly as possible under conditions normally found in a classroom testing environment. Interruptions to the student should be avoided. The student is not allowed to have access to any books, manuals, notes, calculators, etc., during any examination unless noted by the university instructor directly to the examination proctor. Such exceptions would accompany the examination copy sent to the proctor.
2. If there is to be a maximum time limit for completing the examination, the proctor will be notified by the university instructor.
3. The student is not to be left unsupervised at any time while completing an examination.
4. Students are not allowed to keep or make copies of any part of an examination.
5. Substitute proctors are *not* permitted without the permission of the instructor.
6. Upon completion of the examination, the proctor will immediately
 - For electronic exams: Notify the instructor by email of the completion of the exam
 - For paper exams: Forward the examination to the instructor in the pre-addressed envelope.

If the examination proctor finds these arrangements agreeable, please sign the attached form, provide the complete mailing address where correspondence should be sent, and return the form to the Instructor.

****Please note: The examination proctor may not be related to the student in any way, or live at the same residence.**