

# **Vincennes University Distance Education – Proctor Approval Form**

## **Student Information** (to be completed by the student)

Student Name and ID: \_\_\_\_\_

Student University Preferred Email Address: \_\_\_\_\_

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

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

Instructor University Email Address: \_\_\_\_\_

## **Proctor Information** (to be completed by the proctor unless student is using Proctorio)

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

Proctor Position: \_\_\_\_\_

Proctor Place of Employment & Position: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email (university email or military email): \_\_\_\_\_

## **A proctor may be selected from the following categories** (final approval of proctor is instructor's decision):

Proctorio

VU Campus Site Staff: Library, Testing Center, or Study Lab

VU Military Education Site Staff

Military Personnel: education officer, clergy, commanding officer\*

*\*Commanding Officer – must be an officer 2 ranks above the student completing the exam or a non-commissioned officer (E7 or above).*

Public Libraries

Community Learning Centers

*\*Students who reside in Knox County, Indiana, OR taking any class on the VU Main Campus will need to take their Math exams at the Testing Center located in Shake Library on the Vincennes Campus.*

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

**\*\*\*Please note: If an examination is paper/pencil it will need to be live, virtual proctoring cannot be used for this type of test.**

### **To the 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 information.**

Proctor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ***PROCTOR INSTRUCTIONS***

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. Proctors will required a picture ID to verify the student
2. The examination is to be completed as nearly as possible under conditions typically 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.
3. If there is to be a maximum time limit for completing the examination, the proctor will be notified by the university instructor.
4. The student is not to be left unsupervised at any time while completing an examination.
5. Students are not allowed to keep or make copies of any part of an examination.
6. Substitute proctors are **not** permitted without the permission of the instructor.
7. Upon completion of the examination, the proctor will immediately notify the instructor by email of the completion of the exam.

If the examination proctor finds these arrangements agreeable, please sign the attached form, and return the form by email to the Instructor.