



## Exam Proctor Form

Dear Student:

Please use this form to provide the Center for Online Learning with information regarding the institutional official that you propose to supervise your exam(s). The form can be emailed to [wblrng@sautech.edu](mailto:wblrng@sautech.edu) or [mjoe@sautech.edu](mailto:mjoe@sautech.edu).

**NOTE TO STUDENTS RESIDING IN ARKANSAS:** You may choose your exam site from the list of centers on the pages following this form. *A COMPLETED FORM IS NOT REQUIRED FOR STUDENTS TESTING AT THESE PRE-APPROVED ARKANSAS SITES.*

It is your responsibility to contact an official acceptable to the Center for Online Learning at an institution near you and make arrangements for that person to serve as your exam proctor. Proctored exam(s) may be taken under the supervision of postsecondary education officials with the following titles: registrar, dean, or director of testing. A superintendent of schools, principal, librarian, or counselor at an accredited high school, the head librarian at a public library, or (for military students only) the base education officer are acceptable proctors. A commissioned officer whose rank is higher than your own (student and proctor rank must be specified on this form) is also an acceptable proctor for military students. Proposed proctors must not be a relative of the student or the immediate work supervisor of the student.

Prior to your exam, you should contact the center that you selected and arrange for a specific date and time to be tested. Some centers may require payment of an exam fee. No exam fee will be charged to students taking their exam on SAU Tech's main campus. A picture ID will be required in order to be admitted to the testing room.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Student Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_

**EXAM PROCTOR INFORMATION (ALL FIELDS MUST BE COMPLETED).**

Proctor Name:		Phone:
Proctor Title:		Email:
Institution:		
Institution Address:		
City:	State:	Zip:

**Read the following paragraphs carefully before signing below:**

Persons approved to proctor exams may choose to delegate their proctoring responsibilities to a subordinate; however, the proctor signing this form agrees to serve as the person solely responsible to the Southern Arkansas University Tech Center for Online Learning for resolution of any issues regarding the conduct of this student's exams. *Proctoring responsibility must not be delegated to a relative of the student or to the immediate work supervisor of the student.*

Signatures below indicate agreement to adhere to rules provided by the Southern Arkansas University Tech Center for Online Learning regarding exam proctoring.

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