

Proctor Request Form

Return to **INSERT FACULTY EMAIL ADDRESS HERE**

Students must submit this Proctor Request Form at least **one week** prior to the exam date. Please note that it is your responsibility, as the student, to contact the proctor for testing. Proctors cannot be related to the student in any way.

Community college and university testing centers and libraries are preferred. If one of these is not a viable option, you may choose a proctor who holds one of the following positions:

1. Public or private community college or university faculty or staff within an academic department, distance learning, or independent study office, counseling or advising center, dean, registrar, official testing center, library, HRM office.
2. Public or private K-12 principal or headmaster, vice-principal, guidance counselor, librarian, faculty or school superintendent.
3. Certified city or county librarian
4. United States Armed Forces Education Officer
5. Organizational supervisor or HRM officer

Failure to secure an acceptable proctor who is not related to you in any way or to falsify a proctor is considered a violation of the Honor Code and will result in academic discipline.

Examinations will be delivered to the approved proctor with appropriate instructions for supervising the exam. Proctors must be approved by the individual faculty member. You must submit a photo ID to the proctor. If applicable, you will need to provide adequate postage so that the proctor can mail the completed exam back to the instructor for grading. If you are using the same proctor for more than one course, you only have to send in one form. Failure to email this completed form will result in an exam not being sent to the proctor.

Course & Proctor Information - All information below, except signature, must be typed.

Course: _____ Semester: _____ Instructor Name: _____
Student Name: _____ Name of Proctor: _____
MSU ID: _____ Proctor Title: _____
Student Address: _____ Proctor Employer: _____
Student Phone: _____ Proctor Work Phone: _____
Proctor Relationship to Student: _____ Proctor Email: _____

“As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

My signature below indicates that I agree with, have read, and fully understand the information provided on both this Proctor Request Form and the MSU Honor Code.

Student Signature: _____ NetID: _____ Date: _____

Question and Completed forms: INSERT FACULTY EMAIL ADDRESS HERE