



## **Off-Campus Proctor Approval Form**

If a student is outside the WVSU service area, s/he may request a proctor from outside WVSU from the list below. Please note that a family member or friend cannot be an approved proctor. The request for an outside proctor must be submitted to the course professor, three weeks prior to the exam. Any outside proctor must be approved by the course professor and must agree to administer the test following the instructions provided by the course professor. Proctors may be selected from the following groups:

- A vocational rehabilitation counselor
- A faculty member or administrator at an accredited college or university
- A school superintendent, principal, or counselor
- A librarian at a public library
- A clergy member
- A commissioned or non-commissioned officer of higher rank than the student for military students
- A corporate education director

The student will send the blank Proctor Approval form to the proctor to complete the Proctor Information section. The proctor will then sign and date the form on page 2. If the professor approves the student's chosen proctor, the professor will complete the Student Information and Exam Instructions sections and then email the form to the proctor. The proctor will report back to the professor if the proctor observes any suspected cheating.

### **PROCTOR INFORMATION:**

<b>Name:</b>		<b>Employer:</b>	
<b>Job Title:</b>		<b>Email address:</b>	
<b>Primary phone number:</b>		<b>Secondary phone number:</b>	
<b>How do you know the student?</b>			

### **STUDENT INFORMATION:**

<b>Name:</b>		<b>Course:</b>	
<b>Exam name / number:</b>		<b>Email address:</b>	
<b>Exam open time:</b>		<b>Exam close time:</b>	
<b>Time allotted:</b>	hours / minutes	<b>Exam password:</b>	

- Continue to Page 2 for Professor's Exam Instructions

**EXAM INSTRUCTIONS:****Permitted Resources (Select all that apply)**

No resources allowed	<input type="checkbox"/>
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	Yes	No
Textbook	<input type="checkbox"/>	<input type="checkbox"/>
eBook (Computer)	<input type="checkbox"/>	<input type="checkbox"/>
eBook (Website)	<input type="checkbox"/>	<input type="checkbox"/>
Four Function Calculator	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Calculator	<input type="checkbox"/>	<input type="checkbox"/>
Graphing Calculator	<input type="checkbox"/>	<input type="checkbox"/>
Computer's Calculator	<input type="checkbox"/>	<input type="checkbox"/>
Online Calculator	<input type="checkbox"/>	<input type="checkbox"/>
Financial Calculator	<input type="checkbox"/>	<input type="checkbox"/>
Handwritten Notes	<input type="checkbox"/>	<input type="checkbox"/>
Note Cards	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Printed Notes	<input type="checkbox"/>	<input type="checkbox"/>
Formula Sheet	<input type="checkbox"/>	<input type="checkbox"/>
Notes PDF	<input type="checkbox"/>	<input type="checkbox"/>
Notes (WORD)	<input type="checkbox"/>	<input type="checkbox"/>
Notes (PowerPoint)	<input type="checkbox"/>	<input type="checkbox"/>
Notes (Excel)	<input type="checkbox"/>	<input type="checkbox"/>
Course Website	<input type="checkbox"/>	<input type="checkbox"/>
Pre-approved Website	<input type="checkbox"/>	<input type="checkbox"/>
All Websites	<input type="checkbox"/>	<input type="checkbox"/>
Scratch Paper 1 Sheet	<input type="checkbox"/>	<input type="checkbox"/>
Scratch Paper 2 Sheets	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Scratch Multiple Sheets	<input type="checkbox"/>	<input type="checkbox"/>
Whiteboard	<input type="checkbox"/>	<input type="checkbox"/>
Destroy Scratch Paper	<input type="checkbox"/>	<input type="checkbox"/>
Collect Scratch Paper, Scan, and Email to Professor	<input type="checkbox"/>	<input type="checkbox"/>
Collect Notes, Scan, and Email to Professor	<input type="checkbox"/>	<input type="checkbox"/>
Software - Excel	<input type="checkbox"/>	<input type="checkbox"/>
Software - Word	<input type="checkbox"/>	<input type="checkbox"/>
Software - PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>
Software - Notepad	<input type="checkbox"/>	<input type="checkbox"/>
Software - Paint	<input type="checkbox"/>	<input type="checkbox"/>
Software - SPSS	<input type="checkbox"/>	<input type="checkbox"/>

**Other Resources:****Additional Exam Notes:**

1. Take record of any activity or suspected cheating that does not align with the Exam Instructions.

**AGREEMENT:**

By signing below, Proctor agrees to administer Exam according to Exam Instructions provided by course professor and will report any suspected or confirmed unauthorized exam actions/activity.

**Proctor signature:** \_\_\_\_\_**Date:** \_\_\_\_\_