**To the Exam Proctor:**

Enter Student’s Name indicated that you are willing to serve as an exam proctor for his/her course exam at the University of Kentucky. We appreciate your time and willingness to help him/her work toward his/her educational objective.

It is extremely important that the instructions below be **followed as provided** to maintain the integrity of this online course.

**Proctoring Requirements:**

* 1. Proctor cannot be a fellow student, close friend, roommate, fiancé, immediate supervisor, family member related by blood or marriage, or other acquaintance with whom a conflict may exist.
	2. The proctor must verify the student’s identity via a government-issued photo identification, such as a driver’s license, state ID card, or passport.
	3. 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.
	4. The student may only use the following resources during the examination:

Click or tap here to enter text.

* 1. The maximum time limit for completing the examination is:

Click or tap here to enter text.

* 1. The student is not to be left unsupervised at any time while completing an examination.
	2. Students are not allowed to keep or make copies of any part of an examination.
	3. After taking the exam, the student should notify the proctor of completing the online exam, or if a paper exam is used, return the paper exam to the proctor. The proctor will place the paper exam in a pre‐addressed envelope provided by the student, seal the envelope, and sign across the top with the time and date. The proctor will then mail the envelope to the instructor as soon as possible.
	4. For questions encountered during the exam, please contact the instructor using the phone number or email provided at the end of this form.

**If you agree to the requirements above, please complete and sign the section below, retain a copy of this information for your use, and return the signed form to the instructor by Enter Date.**

*This section to be completed by the exam proctor.*

**Proctor Information**

Proctor’s Name: Click or tap here to enter text.

Proctor’s Position: Click or tap here to enter text.

Proctor’s Place of Employment: Click or tap here to enter text.

Proctor’s Employment Address: Click or tap here to enter text.

Proctor’s Phone Number: Click or tap here to enter text.

Proctor’s Email Address: Click or tap here to enter text.

Proctor’s Signature:

By signing, I indicate that the above information is correct, that I meet the criteria **described above** for a test proctor, and that I will help the student follow the included instructions.

*This section to be completed by the instructor.*

**Student Information**

Student’s Name: Click or tap here to enter text.

Student’s Email Address: Click or tap here to enter text.

**Instructor Information**

Instructor Name: Click or tap here to enter text.

Instructor Address: Click or tap here to enter text.

Instructor Email: Click or tap here to enter text.