

PROCTOR APPROVAL FORM

Print this form. This form must be presented by the student to the proctor, in person.

Submit the information through the online form at: <http://online.uwc.edu/CourseContent/common/Proctors2.asp>

Criteria for designated proctors (please check the appropriate category for the person named below):

- UWC Instructional Technology Specialist (no form is required from UWC IT Support personnel)
- A university or college faculty member
 - A K-12 teacher
 - A school administrator, school psychologist, or other school official
 - A professional engineer or architect
 - A professional librarian
 - A medical doctor or dentist
 - A certified public accountant
 - A lawyer, or a police officer in an administrative position
 - A military officer
 - A pastor, priest, or rabbi
 - An official at an embassy or consulate

**Note: proctors may not be relatives, close personal friends, or other students.
All exams will be sent to the proctor's place of business.**

To be completed by the STUDENT – Please print clearly or type:

Name _____

Address _____

City, State, Zip _____

Current Daytime phone _____

Note: Examinations will not be submitted to a proctor until the proctor has been approved.

To be completed by PROCTOR – Please print clearly or type AND check the appropriate category above:

Name _____

Title/Position _____

Company/Business Name _____

Company/Business Address _____

City, State, Zip _____

Daytime Phone No. _____ Daytime Fax No. _____

E-mail _____

I have met the above named student and I agree to proctor examinations for this student in accordance with the written directions provided by the instructor and the University of Wisconsin Colleges. I certify that the information on this form is true and complete, and that **I am not a relative or close personal friend of the student named above, and I am not a student.** I understand that inaccurate or misleading information may affect the student's academic status in the UW Colleges Distance Education Program. I also agree to notify the UW Colleges Office of Distance Education immediately if any of the above information or circumstances change.

Proctor's Signature _____ Date _____

This information must be received by the end of the first full week of classes.

Please keep this copy of the form for your records, should questions arise.