

**Metropolitan State University
Center for Academic Excellence
Academic Testing Center
Proctor Form**

To the Student: Find an appropriate proctor and schedule a date and time to take your examination. We suggest you try staff at area universities, schools, or other public institutions. Some institutions charge a nominal fee for proctoring services. *Please note: the proctor cannot be a friend, a relative, or a direct coworker or supervisor of the student taking the test.* Fill out the proctor information and student information and send the form to the Academic Testing Center to request a proctored examination. When we receive the form, we will send the exam to the proctor. Bring picture identification and a stamped envelope addressed to the Academic Testing Center with you to the exam (see below).

To the Proctor: When the student arrives for the exam, check picture ID before proctoring the exam. When the student is finished with the exam, fill in the bottom portion of this form. Put the exam and proctor information sheet in the stamped envelope and seal the envelope with your signature. Mail the exam promptly. If you have any questions, do not hesitate to contact the Center.

Proctor Information

Proctor's Name: _____ Official Title: _____

Phone Number: _____ Fax Number: _____

Email: _____

Institution Name: _____ Mailing Address: _____

Student Information

Student Name: _____ Phone number: _____

Student ID: _____ Email: _____

Course Name/Title: _____ Exam Name or Number: _____

Instructor's Name: _____ Exam is scheduled for (date) _____

After the Exam

Time In: _____ Time Out: _____

Student's Signature: _____ Date: _____

Proctor's Signature: _____ Date: _____

Mail Completed Exams with this form to:

Center for Academic Excellence
ATTN: Sarah E. Hansen
700 East Seventh Street
Saint Paul, MN 55106

Phone: 651-793-1460
Fax: 651-793-1463
Email: testing.center@metrostate.edu
www.metrostate.edu/testingcenter