

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

Before the exam (Student): Find a proctor and schedule a date and time to take your examination. Proctors must be located at area universities, schools, libraries, or other public institutions. Some institutions charge a nominal fee for proctoring services. *Please note: the proctor cannot be a friend, a relative, a coworker, or supervisor of the student taking the test.* Fill out the Proctor Information and Student Information and save the form using your instructor's name, course name, and exam name (an example: *JohnsonMath115Test2*). Email the form to the CAE Testing Center at testing.center@metrostate.edu to request a proctored examination *at least two business days* before your scheduled exam. When we receive the form, we will verify the identity of the proctor and send the exam.

At the exam (Student): Bring picture identification and a stamped envelope addressed to the Testing Center with you to the exam (see below). The proctor will check your ID before proctoring your exam.

After the exam (Proctor): 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/Number:	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: Testing Center
700 East Seventh Street
Saint Paul, MN 55106

Phone: 651-793-1460
Fax: 651-793-1463
Email: testing.center@metrostate.edu
[Testing Center Website](#)