



Proctor Approval Application

**Section A. To be completed by the student**

**1. Student Contact Information:**

Student Name: \_\_\_\_\_ CSU Student ID#: \_\_\_\_\_

Student CSU Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**2. Course Number(s) and Instructors:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Semester/Term & Year:**

- Fall 20 \_\_\_\_\_
- Spring 20 \_\_\_\_\_
- Summer 20 \_\_\_\_\_

**4. The proctoring service or individual that I am submitting for approval is (check all that apply):**

- An education officer or librarian at a community college; university, elementary or secondary school;
- A testing administrator at a college, university or private testing service;
- A Military Learning Center military officer of a rank higher than that of the above-named student;
- Other: \_\_\_\_\_

**5. Fill in the proctor's information**

\_\_\_\_\_  
Proctor's Name

\_\_\_\_\_  
Institution / Organization Name

**6. I, the student named above, agree to the following:** (1) to locate a proctor and set up an appointment for my course exam(s) according to published dates; (2) to arrange for fee payment for the proctoring service, if any; and (3) to submit this form to the proctor for completion and to provide him/her the instructions.

The information in **Section A** is correct to the best of my knowledge.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Section B. To be completed by the proctor**

**1. Proctor Information:**

\_\_\_\_\_  
Proctor's Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Institution / Organization

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
E-Mail address

**2. I certify the information in Section B is correct to the best of my knowledge.**

\_\_\_\_\_  
Proctor's Signature

\_\_\_\_\_  
Date

**Please Fax or electronically send this form to:**

**Course Instructor:** \_\_\_\_\_ **Course ID#** \_\_\_\_\_

**Course Instructor's email address:** \_\_\_\_\_

Source: Adapted from Norfolk State University & Bethune Cookman University