



Online Course Proctor Approval Form

Department of Mathematics and Statistics
6C Faculty Hall
Murray State University
Murray, KY 42071

Instructions for filling out this form:

- All students must submit proctor information to the Department of Mathematics and Statistics within three weeks of the beginning of the semester.
- All exams must be proctored.
- All exams will be sent to the proctor's institutional email address. Please verify that your proctor will be available to receive your exams at their institutional email address before submitting this proctorship form. Exams cannot be sent to proctors via fax.
- Once you have identified a proctor, please fax or mail this completed form to the Department of Mathematics and Statistics at Murray State University.

Student Information:

Name: _____ Date: _____

Email Address: _____

Course for which the proctor will administer exams: _____

Proctor Information:

Name: _____

Official Title or Position: _____

Company or Institution: _____

Institution Address: _____

City/State/Zip: _____

Institution phone number: _____ Fax number: _____

Institutional Email address: _____

Relationship to student: _____

To be a proctor, the above-named individual must meet at least one of the following criteria, and not be a relative of the student or work under the supervision of the student.

_____ Principal, or Superintendent of Educational Service Region, School, District.

_____ Dean, Academic Department Head, Extension or Correspondence Administrator, Registrar, or Official Testing Service of an Accredited College or University

_____ Education Officer (Armed Services Personnel Only)

_____ Full-time High School or College Instructor

_____ A Human Resources or Company Education and Training Manager (only at the student's place of employment).

_____ Other, as approved in advance by the instructor of the course.

Please note that only testing centers are allowed to receive payment for proctoring services. In this case, any compensation to the proctor is strictly between the student and the proctor. Murray State University does not compensate proctors.