

## External Proctor Approval Request Form

### Completed by Student

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Student Name:

Email Address:

Course Name & Number:

Term: ☐ Fall

☐ Spring

☐ Summer 1

☐ Summer 2

☐ Summer 3

Year:

Instructor Name:

Instructor Email Address:

### Completed by External Proctor

Proctor Name:

Title:

Phone Number:

Work Email Address:

Institution/Business Name:

Address:

List any special requirements for proctoring exams:

### Proctoring Procedures and Responsibilities:

1. Complete the External Proctor section above, sign below and then scan and email to [online.learning@usi.edu](mailto:online.learning@usi.edu) from the email address you provided in the External Proctor section above.
2. The student will contact you directly when he/she is ready to take an exam at a date that is convenient to both of you.
3. USI Online Learning will email exams to you 1-2 days before the exam appointments.
4. Exams must be administered and supervised only by you. Please note: Exams may not be proctored in a private residence.
5. On the day of the exam, please scan student's ID and send to the instructor's email and [online.learning@usi.edu](mailto:online.learning@usi.edu) along with the completed exam.
6. Make sure that all electronic devices (phones, smart watches, etc.) are secured away from the student.
7. Make sure to check any closed calculators being used by the student for any added writing or loose papers.
8. On the day the exam is completed, please scan and email completed exams to the instructor's email and copy [online.learning@usi.edu](mailto:online.learning@usi.edu).

### External Proctor Agreement:

By submitting this completed form to [online.learning@usi.edu](mailto:online.learning@usi.edu), I attest that I am not related to the student named above. I agree to administer and supervise the student during the exam(s). I **further understand this is a voluntary, non-paying position, unless the student and I make other arrangements.**

Signature:

Date: