



Eastern Oregon University

PROCTOR INFORMATION FORM

Proctors Must Hold One of the Following Positions:

- Dean or Registrar of a college or university
- Professional staff member of the adult or continuing education office, counseling center, testing center, or a professor of a college or university.
- Public or private school superintendent, principal, counselor, or teacher (presently employed by a school district)
- Certified Librarian (city, county, etc.)
- Civil Service examiner
- United State Armed Forces education officer

This letter verifies that I will be willing to proctor for examinations of college courses for the following student(s): _____

I will assume responsibility for maintaining the standards outlined by Eastern Oregon University for administration of the exams. *

Proctor's Name: _____

Proctor's Title: _____

Proctor's Place of Employment: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

Business E-Mail: _____ Signature: _____

All EOU course exams must be taken in a public setting, not in private domains. The student will need to provide a laptop. If the student cannot bring a laptop, we ask if you can provide a PC with Internet connection. Some exams require software to be downloaded prior to testing.

* It is recognized that the named proctor at college and university testing centers or at public libraries may delegate the proctoring to other certified staff within their institution. However, the named proctor will still assume responsibility that all standards are met.

Please FAX to (541) 962-3431 or mail to Eastern Oregon University, Testing Services, Zabel 117, One University Boulevard, La Grande, OR 97850. (For questions, call 1-800-544-2195 ext. 5). rev. 4/4/11