



Eastern Oregon University

DIVISION OF DISTANCE EDUCATION

PROCTOR VERIFICATION 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

Note: Relatives or work supervisors may not serve as proctors.

Exams are to be taken at proctor's office or in public domain, not in private dwelling.

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 E-Mail: _____ Business Phone: _____

Business Web Page: _____ Business Fax: _____

Signature: _____ Date: _____

Some courses use online exams, saving time and eliminating the cumbersome process of mailing exams back and forth. Online exams require a personal computer with Internet connection. The testing system links students to a **secure**, custom-built browser where they take their exams. Please let us know if you are interested and we will send you more information.

- I am interested in online testing I am not interested in online 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) 962-3820 or mail to Eastern Oregon University, Division of Distance Education, One University Boulevard, La Grande, OR 97850. (For questions, call 1-800-544-2195 ext. 8). rev. 3/08