

**Eastern Oregon University  
Proctor Verification Form  
for the online ACCUPLACER Exam**

Proctors Must Hold One of the Following Positions:

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

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This letter verifies that I will be willing to proctor the online ACCUPLACER Exam 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: \_\_\_\_\_

Address of Testing Site \_\_\_\_\_

E-Mail: \_\_\_\_\_

Testing Site Phone: \_\_\_\_\_

Testing Site FAX: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* 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 Travis Paulson, Eastern Oregon University, Testing Services - 234 Loso Hall, One University Blvd., La Grande, OR 97850.

**(For questions, call 1-800-544-2195 ext. 8).**