

To obtain approval for a proctor- please fill out the proctor request form and return to your class instructor, P.O Box 1238, Twin Falls, Idaho 83303-1238 or fax to the number on your syllabus.

For placement testing please email form to Valerie Ward, Testing Center Coordinator at vward@csi.edu

CSI Distance Learning Proctor Request Form

IMPORTANT PROCTORING INFORMATION:

- All exams must be taken under the supervision of an acceptable proctor.
The proctor may not be a personal friend, family member, tutor, coworker, or another student.
- Students must recruit a proctor who is willing to certify that he/she will follow the exam instructions. (see proctor qualifications on website) Students are responsible for any fees for testing.
- Students are responsible for making all arrangements with proctors.
- Exams are sent **directly** to the proctor by U.S. mail, unless the test is on computer and then test information will be sent via email.

Please see testing information on website for acceptable proctors

Section I: To be completed by the student (please type or print legibly):

Instructor's Name _____ Course Name/Number _____
Test Name/Number _____
Student's Name _____ Student Id # _____
Street Address _____ Daytime Phone _____
City State Zip - _____
E-mail _____
Is the proctor below a new proctor? Yes _____ No _____

Section II: To be completed by the proctor (please type or print legibly for exam mailing)

Proctor's Name _____
Title _____ Institution Name _____
Name and Phone Number of Proctor's Direct Supervisor _____
Mailing Address _____
(Exams are only mailed to professional addresses, and must be administered in a professional office or setting.)
City State Zip - _____
Business Phone _____ E-mail _____
Proctor's Signature _____

Mail or fax this form to class instructor.

****IMPORTANT** If faxing, call to verify receipt of legible fax.**