



Distance Learning Proctor Request Form

For CSI Class Exams: To obtain approval for a proctor- please fill out the proctor request form and return to your class instructor’s e-mail or fax number listed on your syllabus.

For CSI Placement Testing: Please complete **BOTH** sections of this form and email to Jeff Gourley, Testing Center Coordinator at jgourley@csi.edu.

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.
(Please see testing information on website for acceptable proctors)
- Students must find a proctor who is willing to certify that he/she will follow the exam instructions.
Students are responsible for any fees for testing.
- **Students are responsible** for making all arrangements with the proctor giving the exam.
- 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.

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 who will be proctoring the exam (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 _____

*****Please E-mail, Mail or Fax this form to your class instructor for CSI class exams*****