



## Online Course Proctor Approval Form

Department of Mathematics and Statistics  
6C Faculty Hall  
Murray State University  
Murray, KY 42071

### Instructions for filling out this form:

- All students must submit proctor information to the Department of Mathematics and Statistics within three weeks of the beginning of the semester.
- All exams must be proctored.
- All exams will be sent to the proctor's institutional email address. Please verify that your proctor will be available to receive your exams at their institutional email address before submitting this proctorship form. Exams cannot be sent to proctors via fax.
- Once you have identified a proctor, please fax or mail this completed form to the Department of Mathematics and Statistics at Murray State University.

### Student Information:

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

Email Address: \_\_\_\_\_

Course for which the proctor will administer exams: \_\_\_\_\_

### Proctor Information:

Name: \_\_\_\_\_

Official Title or Position: \_\_\_\_\_

Company or Institution: \_\_\_\_\_

Institution Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Institution phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Institutional Email address: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

**To be a proctor, the above-named individual must meet at least one of the following criteria, and not be a relative of the student or work under the supervision of the student.**

\_\_\_\_\_ Principal, or Superintendent of Educational Service Region, School, District.

\_\_\_\_\_ Dean, Academic Department Head, Extension or Correspondence Administrator, Registrar, or Official Testing Service of an Accredited College or University

\_\_\_\_\_ Education Officer (Armed Services Personnel Only)

\_\_\_\_\_ Full-time High School or College Instructor

\_\_\_\_\_ A Human Resources or Company Education and Training Manager (only at the student's place of employment).

\_\_\_\_\_ Other, as approved in advance by the instructor of the course.

Please note that only testing centers are allowed to receive payment for proctoring services. In this case, any compensation to the proctor is strictly between the student and the proctor. Murray State University does not compensate proctors.