

**UNLV Distance Education
Proctor Approval and Agreement Form**

The student and the proctor must complete this form and email or fax it to the instructor 3 weeks prior to the exam date. The Instructor is responsible for approving and notifying the student and proctor of their decision, 2 weeks prior to the exam.

Student: _____ Relationship to Student _____

Course: _____

Proctor:

Proctor's Phone:

Proctor's Fax:

Proctor's E-mail:

Guidelines:

Proctor will either FAX or EMAIL the completed exams directly back to the instructor within 24 hours.
(Note: Exams may not be returned via US Mail).

The Proctor agrees to follow the faculty instructions, which will be sent with the exam and answer the following:

Example only.

1. I viewed a photo identification of the student before the exam was given (may be a valid driver's license, military id, or passport). Yes _____ No _____

2. The student was only allowed to use approved items during the test. Yes _____ No _____
If No, please explain:

3. I was in the room with the student during the entire exam. Yes _____ No _____

I verify that all of the above statements are accurate to the best of my knowledge.

Signed _____ Date: _____
(Please type in your name if returning via email, your typed name serves as your electronic signature)

As a proctor for this exam, I will follow the instructor and UNLV DE's guidelines and agree to supervise this exam.

Signed _____ Date: _____
(Please type in your name if returning via email, your typed name serves as your electronic signature)