

PROCTOR REQUEST FORM

(Part 1 – to be completed by student)

Please print, complete, and return this form as a PDF to testing-office@sjsu.edu.

Student Information

Name: _____ SJSU ID#: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

I hereby affirm that I am not related to the proctor and will abide by the university ethical conduct code.

Student Signature _____ Date: _____

Proctor Contact Information

Proctor Name _____ Title _____

Institution Name _____

Address _____ City/State/Zip _____

Phone _____ Fax _____

E-mail _____

PROCTOR REQUEST FORM

(Part 2 – to be completed by proctor)

Please print, complete, and return this form as a PDF to testing-office@sjsu.edu.

Proctor Information

Proctor Name _____ Title _____

Institution Name _____

Address _____ City/State/Zip _____

Phone _____ Fax _____

E-mail _____

Brief job description _____

List prior proctoring experience (test & dates) _____

Relationship to student (if any) _____

Are you a full-time employee? Yes No

Can you time the student to verify that the exam is completed in the allowed time frame? Yes No

Will the student be monitored in a quiet, distraction-free environment during the exam? Yes No

Where will you store the test? _____

Where will you administer the test? _____

Proctor must sign to agree to the following:

- I confirm that I am not in any way related to the student, nor am I a friend, roommate, neighbor, church official, current teacher, coach, employer, supervisor, or coworker.
- I agree that I will administer the exams in accordance with the instructions provided by SJSU.
- I will not allow the student to use personal computers, notes, dictionary, text books, electronic devices or other materials (unless otherwise instructed).
- I will not allow anyone access to the student while taking their exams.
- I agree that I will at no time give the student access to the exam passwords. (online exams only)

By signing the following, I hereby certify the requirements that are requested by San Jose State University.

Proctor Signature _____ Date: _____