

Student Exam Proctoring Request

Your completed form must be mailed or faxed to your course Instructor. Proctors must be requested on or before the date established by your course Instructor. A proctor can be a faculty member, administrator, or other professional staff member of a school or college, an educational counselor, a library staff member, a member of the clergy, or your supervisor at work. Your proctor cannot be a family member or a co-worker. Requests for proctored tests and the individual proctor must be approved by your course Instructor. Your instructor reserves the right to contact your requested proctor and to reject requests for a specific proctor for any reason.

This agreement is effective for the present term.

Course: _____
Section: _____
Term: _____
Instructor's Email Address: _____

Student's Name: _____
Student's Email Address: _____

Proctor's Name: _____
Proctor's Title: _____
Proctor's Organization: _____
Relationship to Student: _____
Proctor's Address: _____ _____
Proctor's Email Address: _____
Proctor's Phone Number: _____
Proctor's Signature: _____

Please send this form to:
Distance Learning Coordinator
Siena Heights University
24901 Northwestern Highway, Suite 202
Southfield, MI 48075.