MSU Online
Student-Proctor Agreement

Both pages must be turned in to MSU Extended University during the first 2 weeks of class.
Fax to (406) 994-6546, scan/email to distance@montana.edu or drop off in person at 200 Culbertson Hall.

Student Name ____________________________  Last 4 digits of MSU ID ________________
Student Email ____________________________  Student Phone _______________________
Course ____________________________________  Semester and Year___________________
Instructor __________________________________

Exam Appointment  (Date and time):
1. ________________________________________
2. ________________________________________
3. ________________________________________
4. ________________________________________
5. ________________________________________
6. ________________________________________
7. ________________________________________

*Attach an additional sheet if necessary for additional exam dates.*

Student Responsibilities

As a student in this course, I agree to the following terms:

- I will identify a proctor who meets institutional requirements and turn in this agreement form to the Extended University Student Support Manager within the first two weeks of the semester.
- I will provide the proctor and the Extended University Student Support Manager with dates of upcoming exams or give the proctor and the Student Support Manager at least 5 business days’ notice of an upcoming exam.
- I will appear at the testing location promptly and with photo identification.
- I will comply with the testing conditions specified by the instructor (e.g. use of calculators, notes, etc.).
- I will pay the proctor/testing center any applicable proctor fees charged by the proctor’s organization, and also pay for any related charges such as fax or scanning, if necessary.
- I will abide by the MSU Student Conduct Code, especially sections 340.00 and 400.

Student Signature __________________________________  Date ________________

Extended University • P.O. Box 172200 • Montana State University • Bozeman, MT 59717 • (406)994-6683 • http://eu.montana.edu
An approved proctor is one of the following (please select):
☐ Superintendent, Principal, or Guidance Counselor of Educational Service Region, School, or District, either Public or Parochial
☐ Head Librarian of an academic or public library
☐ Dean, Academic Department Head, Professor, Extension or Correspondence Administrator, Registrar, or Official Testing Service of an Accredited University or College
☐ Education Officer (Armed Services Personnel Only)
☐ Corporate Education Director
☐ For high school students: high school Principal, full-time Teacher, Librarian, or Guidance Counselor
☐ For students living outside the United States: a proctor whose position is equivalent to one of those listed above or an administrative official of a U.S. embassy or consulate

☐ Proctor must be able to read, write, and speak English fluently.

Proctor’s Name ______________________________________ Official Title____________________________________________________

School/Company/Institution Name___________________________________________________________

Street Address_________________________________________________________________________

City __________________________ State ___________ Zip Code ______________________

Email____________________________________ Phone______________________________

All proctors must be verified with their stated organization or institution and have a work related email address. As part of this verification process, proctors may be asked to provide a photocopy of a valid photo ID to MSU Extended University.

**Proctor Responsibilities**

As a proctor for (Student Name)__________________________________________________________, I agree to the following terms:

• I will administer the exam(s) to the student listed above and monitor the student (and computer screen if online) continuously during the exam.
• I am not any of the following to this student: family member, friend, supervisor, direct report, coworker, church official for the student’s church (if applicable), or a coach/trainer unless the student is an athlete at MSU
• I will also adhere to the specific proctor rules, which will be provided by the instructor with each exam.
• I will provide the student with an appropriate environment (quiet, distraction free) for taking exams. I understand that the student must take exams in an educational/professional setting. I understand that residential settings are not appropriate for taking exams.
• I will verify the identity of the student with a valid photo ID.
• I agree to provide adequate exam security as long as these documents are in my care.
• I will report any suspicious behaviors or attempts to cheat to the Extended University Student Support Manager.

Proctor Signature_________________________________________ Date_________________________

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