



**MONTANA
STATE UNIVERSITY**

**EXTENDED
UNIVERSITY**

**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 _____

MSU Online
Proctor Information

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 _____