



**Michigan Technological University**  
 Educational Technology Services  
 Online Learning

1400 Townsend Drive,  
 Houghton, MI 49931

**Proctor Form**

If you are a **Michigan Tech Online Learning** student and your online class requires a proctored exam, fill out the information on this form and return it to your instructor. More information is available at: [www.mtu.edu/ctl/for-online-learners/proctors/](http://www.mtu.edu/ctl/for-online-learners/proctors/)

Michigan Tech Class Name/Number	Semester
Classes Section	Date
Instructor Name	Instructor Phone/Fax/Email
Instructor Address- Street, City	City, State, Zip

**Student Agreement**

Student Name	Email
Student Signature	Date
Student Address	Student Phone
City	City, State, Zip

As a student, I have read the requirements for proctored exams and I agree to the terms specified in Michigan Tech's academic integrity policy: <http://www.mtu.edu/dean/conduct/policy/>

**Proctor Agreement**

Proctor Name, Title	Email
Proctor Signature	Date
Institution/Business	Proctor Phone
Proctor Address	City, State, Zip

As a proctor, I will personally administer and supervise exams for this course. I will personally ensure that the exam is returned promptly, as required. I am aware that the student is responsible for all postage costs.

[www.mtu.edu](http://www.mtu.edu)

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