



PROCTOR FORM

If you are a **Michigan Tech Online Learning** student and your online course requires a proctored exam, please complete the following form at least two weeks prior to your exam date and return it to your instructor. More information is available at: <https://www.mtu.edu/ctl/testing-center/proctors/>.

Michigan Tech Class Name/Number	Semester
Class Section	Exam Date
Instructor Name	Instructor Phone
Instructor Email	Instructor Address
Student Name	Student Email
Student Address	Student Phone

Student Agreement

As a **Michigan Tech Online Learning** student, I have read the requirements for proctored exams and I agree to the terms specified in Michigan Tech's Academic Integrity Policy. The policy can be located at: <https://www.mtu.edu/deanofstudents/policies-resources/integrity/>.

Student Signature

Date

Proctor Information

Proctor Name and Title	Proctor Email
Institution/Business	Proctor Phone
Proctor Address	

Proctor Agreement:

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.

Proctor Signature

Date