

## Proctor Approval Request

### WEST VIRGINIA UNIVERSITY AT PARKERSBURG

300 Campus Drive  
Parkersburg, WV 26015  
Phone: 304-424-8000

Full Name of Student: \_\_\_\_\_

Student Phone Contact Info: (        ) \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Course for which exam proctor is requested: \_\_\_\_\_

Term and Year of Course:     Fall     Spring     Summer 20\_\_\_\_\_

Course Instructor's name \_\_\_\_\_

Instructor's email address: \_\_\_\_\_

**I hereby approve you to use the proctor named below:**

Name of Proctor: \_\_\_\_\_

Proctor Organization: \_\_\_\_\_

Proctor Email address: \_\_\_\_\_

**Special Instructions to Proctor:**

1. This exam may not be taken before \_\_\_\_\_ or after \_\_\_\_\_
2. The student must provide proof of their identify through a government issued photo ID
3. This student MAY MAY NOT (circle one) use any textbooks or other written materials to complete the exam
4. This student MAY NOT receive assistance from anyone during the course of the exam
5. **The proctored exam is not officially accepted until the proctor notifies the instructor of its completion.** Please email to my address above at the completion of the exam to notify of its completion and/or to indicate any issues or irregularities.

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of this approval will be emailed to the approved proctor and student as evidence of approval.

**Proctors: Thank you for your willingness to assist this student in the completion of their educational studies. If you have any questions, please do not hesitate to contact me.**