

University of West Florida
Proctor Approval Application
Instructions

The student requiring proctor services will:

- (1) Locate a proctor or testing center.
 - Proctors may *not* include a student's relatives, friends, spouse, neighbors, and co-workers.
 - Proctors will usually supervise examinations without charge.
 - ***Students must, however, assume any charges that may ensue.***
 - Most exams are submitted electronically in the presence of the proctor.
 - If the exam must be submitted in hardcopy, the student must supply the proctor with a stamped envelope for postal mailing, and the proctor is responsible for sealing, signing, and mailing the exam.
- (2) The student will provide the course instructor with the email address of the proposed proctor three (3) days prior to the beginning of the exam period.
- (3) The course instructor will send the proctor form to the proposed proctor prior to the beginning of the exam period.
- (4) The proctor will print the one-page proctor form. Both the student and proctor will fill out the proctor form just prior to the student taking the exam.
 - If the proctor needs Adobe Acrobat Reader to view and print the proctor form, it can be obtained (free of charge) at this web site:
<http://www.adobe.com/products/acrobat/readstep2.html>
- (5) The student will arrange for fee payment (student responsibility) for the proctoring services, if any.
- (6) Set up an appointment for the exam.
 - When arriving for a proctored exam, students are required to bring:
 - **Two forms of identification (ID)**
 - One form of ID must be a UWF Nautilus card with photo.
 - A second form of ID may be photo, or non-photo, such as:
 - a. a government issued identification card (e.g., driver's license or passport).
 - b. debit or credit card matching the exact name on the UWF Nautilus card.
 - c. Please note: Social security cards are not acceptable for identification.
 - **Permitted exam aids**
 - Please bring only items pre-approved for use during the exam, such as:
 - a. a scientific calculator - if permitted in the instructions provided with the exam.
 - b. other pre-approved exam aids - if permitted in the instructions provided with the exam.

- If there are any questions regarding permitted exam aids, students should seek verification from instructors prior to the exam date.

If you have any questions, please contact: