

**University of West Florida**  
**Proctor Approval Application**

**Section A.** To be completed by the student.

**1. Student Contact Information:**

Name \_\_\_\_\_ Area Code – Daytime phone number \_\_\_\_\_  
 Your UWF Email address \_\_\_\_\_ Area Code – Evening phone number \_\_\_\_\_

**2. Course Number(s) and Instructor(s)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Semester and Year**

- Summer 200\_\_  
 Fall 200\_\_  
 Spring 200\_\_

**4. The proctoring service or individual that I am submitting for approval is (check all that apply):**

- An education officer or librarian at a community college, university, elementary or secondary school  
 A testing administrator at a college, university or private testing service  
 A military Learning Center or military officer of a higher rank than the above-named student  
 Other: \_\_\_\_\_

**5. Fill in the proctor's or testing center director's name and organization (e.g., Leon County Public Library, Brevard Community College, Sylvan Learning Center):**

Proctor/Testing Center Director Name \_\_\_\_\_  
 Organization Name \_\_\_\_\_

**6. I, the student named above, agree to the following:** (1) to locate a proctor or testing center and set up an appointment for my course exam(s), according to published dates; (2) to arrange for fee payment for the proctoring services, if any; and (3) to submit this form to the proctor for completion and to provide him/her the instructions.

The information in Section A is correct to the best of my knowledge.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section B.** To be completed by the proctor or testing center director.

**1. Proctor/Testing Center Director Contact Information:**

Proctor/Testing Center Director Name \_\_\_\_\_ Area Code – Phone Number \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**2. Please check YES or NO for the following statements:**

- YES  NO My contact information may be made available to UWF students.  
 YES  NO Fees are assessed to students for services associated with proctored testing.

**3. I certify that:** (1) To the best of my abilities, I will uphold the UWF Academic Conduct Standards (available at [http://uwf.edu/cas/aasr/ACADEMIC\\_CONDUCT.htm](http://uwf.edu/cas/aasr/ACADEMIC_CONDUCT.htm)); (2) I have Internet access or email at the testing site that will allow me to download or receive PDF files and print them.

The information in Section B is correct to the best of my knowledge.

Proctor/Testing Center Director Signature \_\_\_\_\_ Date \_\_\_\_\_