

# Student Proctor Information Form



Use this form to submit your proctor information to your instructor for approval. Review the Proctoring Information in the Content area of the course before completing.

Student Name: \_\_\_\_\_

Select one of the options for your proctor and complete the information requested. Then save the completed form to submit to the Proctor Information dropbox in the course before the end of Week 2.

## Please choose one of the following:

### I am using a Columbia College campus

Columbia College campus proctors are automatically approved, **but it is your responsibility to schedule a testing date and time.** Contact the campus and schedule an appointment before the end of Week 2.

Columbia College Campus \_\_\_\_\_

### I am using ProctorU

ProctorU is automatically approved, **but it is your responsibility to contact ProctorU** before the end of Week 2 to check their system requirements and schedule a testing date and time.

### I am requesting approval of a private proctor

Visit the Content area of the course and read the information provided in the **Proctor Qualifications: For Private Proctors** before submitting this form. Approval of any private proctor is at the discretion of individual instructors.

Private Proctor Name: \_\_\_\_\_

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

Proctor Phone: \_\_\_\_\_

Relationship to student (e.g. librarian, proctoring service, etc.): \_\_\_\_\_

Additional notes or comments: \_\_\_\_\_