



## Proctor Designation Form Instructions

**Attention Online Students:** It is necessary to complete and submit a new Proctor Designation Form **each term** you are enrolled in a course requiring Proctored Testing. The Proctor Designation Form is due by the end of the first two weeks of the semester.

To Students:

Please read the **questions and answers concerning proctored exams**. This will help you to find a proctor. After familiarizing yourself with the information, complete these steps:

- (1) Print the Proctor Designation Form.
- (2) Fill in all the requested information on the form and sign.
- (3) Return the completed application to the Testing Administrator for Academic and Professional Program Services, Florida State University by the end of the first two weeks of the semester. (You may wish to make a copy for your records.)

### Line-by-Line Instructions:

**1. Student Contact Information:**

Fill in your name, your FSU e-mail address, and phone numbers.

**2. Course Number, Section Number, and Instructor requiring Proctored Testing:**

For each of the Distance Learning/Online courses requiring proctored exams, fill in the course number (for example, ABC 1234), the instructor, and the section number. **Do not list courses which do not require proctored exams** (if you are unsure, check your syllabus or contact your instructor).

**3. Semester and Year:**

Fill in the semester and year of the academic term for which you are enrolled in a course requiring Proctored Testing.

**4. Select a testing center from our **List of Approved Proctors** and enter their information below. You may NOT write a proctor's name that is not on the List of Approved Proctors. Students living in the Tallahassee area MUST use the FSU Center for Assessment & Testing.**

If you cannot find a proctor on the list within 100 miles of you, contact our office as soon as possible.

**5. I, the student named above, agree to the following:**

After filling in the requested information and reading the statement in number 5, sign your name and fill in the date to indicate your agreement.

**Return form to:** Testing Administrator – Center for Assessment and Testing, University Center C, Suite 1200, Tallahassee, FL 32306-2550 or FAX: 850-644-3244

**For questions contact:** Distance Learning Coordinator, 850-644-8696, [testing@campus.fsu.edu](mailto:testing@campus.fsu.edu)



# Center for Assessment & Testing

## Proctor Designation Form for FSU Distance Learning Courses

**1. Student Contact Information:**

\_\_\_\_\_  
Name ( )  
Daytime Phone No.

\_\_\_\_\_  
Your FSU E-mail Address ( )  
Evening Phone No.

**2. Course Number, Section Number, and Instructor requiring Proctored Testing:**

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

**3. Semester and Year:**

\_\_\_\_\_

**4. Select a testing center from our **List of Approved Proctors** and enter their information below. You may NOT write a proctor's name that is not on the List of Approved Proctors. Students living in the Tallahassee area MUST use the FSU Center for Assessment & Testing as their proctor site.**

\_\_\_\_\_  
Proctor/Testing Center Director's Name Name of Testing Center

**5. I, the student named above, agree to the following:** (1) to schedule my exams ahead of time, with the proctor listed above, according to published dates; and (2) to arrange for fee payment for the proctoring services, if any.

The information I have provided is correct to the best of my knowledge.

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

Please read all instructions on the preceding page before completing this form.

If none of the testing centers listed on our List of Approved Proctors are within 100 miles of you, please contact our office as soon as possible.

**Return form to:** Testing Administrator – Center for Assessment and Testing  
University Center C, Suite 1200  
Tallahassee, FL 32306-2550  
FAX: 850-644-3244