Proctor Agreement Form

ECON 101: Principles of Microeconomics – Iowa State University, Spring 2009

DUE DATE: To request approval for off-campus testing, this form must be received no later than Monday, February 2, 2009. Please scan and email to lcgunder@iastate.edu or fax to (515) 294-0221 ATTN: Dr. L. Gundersen. Mailed forms cannot be accepted.

I. Student Name ____________________________ Student Email ____________________________

By signing below, I attest that proctoring arrangements have been made in accordance with the Iowa State University guidelines outlined in section III.

_________________________________________________ _________________________________
Student’s Signature Date

II. Proctor Name ____________________________ Phone ____________________________

Proctor’s Employer ____________________________ Title ____________________________

Proctor’s Work Address ____________________________________________________________

Proctor’s Work E-mail ____________________________ (personal addresses cannot be accepted)

By signing below, I agree to proctor exams for the above-named student in accordance with the Iowa State University guidelines outlined in section III.

_________________________________________________ _________________________________
Proctor’s Signature Date

III. GUIDELINES:
A. Proctors must be employed as one of the following:
   i. Principal, teacher or guidance counselor at a High School
   ii. Professional employee of an accredited college or university (including ISU Extension staff)
   iii. Professional librarian
   iv. Commissioned officer of the military
   v. Clergy

B. When making arrangements with a proctor, please note the following:
   i. The same individual should proctor all exams.
   ii. Proctor’s employment may be verified.
   iii. Proctor and student attest to a strictly professional relationship (friends, family members, neighbors, etc. are not permitted to proctor exams, regardless of their employment).
   iv. Exams must be taken at the proctor’s workplace.
   v. Exams will be sent directly to the proctor via email and returned by the proctor via fax:

<table>
<thead>
<tr>
<th>Exam Sent to Proctor</th>
<th>Exam Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam #1: February 9</td>
<td>February 12 or 13</td>
</tr>
<tr>
<td>Exam #2: March 9</td>
<td>March 12 or 13</td>
</tr>
<tr>
<td>Exam #3: April 6</td>
<td>April 9 or 10</td>
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<tr>
<td>Final Exam: May 4</td>
<td>May 7 or 8</td>
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