Proctor Agreement Form
ECON 102: Principles of Macroeconomics – 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.

   ___________________________________________________ Date

   Student’s Signature

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.

   ___________________________________________________ Date

   Proctor’s Signature

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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