**Proctor Agreement Form**

ECON 102: Principles of Macroeconomics – Iowa State University
Summer Session II: June 15 – August 7, 2009

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**DUE DATE:** To request approval for off-campus testing, this form must be received no later than **Monday, June 29, 2009.** Please scan and email to lcgunder@iastate.edu or fax to (515) 294-0221 ATTN: Dr. L. Gundersen. Mailed forms cannot be accepted.

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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 below.**

    ____________________________________________________________________________
    Student’s Signature
    ____________________________________________________________________________
    Date

II. **Proctor Name** _______________________________ **Phone** __________________________

    **Proctor’s Employer** _______________________________ **Job Title** __________________________

    **Proctor’s Work Address** __________________________________________________________________

    **Proctor’s Work E-mail** _______________________________ (no personal addresses)

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

    ____________________________________________________________________________
    Proctor’s Signature
    ____________________________________________________________________________
    Date

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III. **GUIDELINES:**

A. **Proctors must be currently employed as one of the following:**
   i. Principal, teacher or guidance counselor at a High School
   ii. Professional employee in a testing center at an accredited college or university
   iii. Professional employee of an ISU Extension office
   iv. Professional librarian, public or private
   v. Commissioned officer of the military
   vi. 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 having solely an academic relationship (friends, family members, co-workers, neighbors, etc., are not permitted to proctor exams, regardless of their employment status).
   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:

   **Exam Sent to Proctor**  
   Midterm Exam: July 8
   Final Exam: August 5

   **Exam Dates**  
   July 9 or 10
   August 6 or 7