Proctor Information

Your instructor may require you to find a proctor for one or more exams. The following guidelines should be followed. Please direct all questions regarding proctors to your instructor.

Approved proctors include:

♦ Elementary or secondary school superintendents, principals, teachers, guidance counselors, or clergy
♦ Professional employees of accredited post secondary colleges or universities
♦ Professionals working for public or private libraries
♦ Commissioned officers of the military (National Guard)
♦ Iowa State University Extension staff including county Extension staff

No relative or immediate work supervisor may proctor an examination.

In arranging for proctoring, please note the following:

♦ When making arrangements with a proctor, be sure to arrange supervision for all exams required for the course.
♦ Exams will be sent directly to the proctor.
♦ Your proctor will be asked to return the completed exams directly to the instructor via fax (515-294-5506) and mail it in a pre-paid envelope that will be provided.

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Please complete the bottom half of this form and mail it in the enclosed pre-paid envelop:

____________________________________________________________________________________

Proctor Agreement for Agronomy 512
Dr. Tom Loynachan

Student Name: ________________________________

Proctor Name ________________________________

Title ________________________________

Employer __________________________________

Phone __________________________           _________
Fax __________________________

Street Address __________________________________

City __________________________________ State _________________ Zip ___________________

E-mail ______________________________________

Date ________________   Proctor Signature __________________________

What exam/s will the above proctor be responsible for?

Midterm | Final | Both