

DIXIE STATE COLLEGE OF UTAH

PROCTOR REQUEST FORM

Section A: TO BE COMPLETED BY STUDENT

1. Name: _____ DSC Student ID No.: _____
Phone: _____ Email: _____
Instructor _____ Exam # _____ Course _____
- I, _____, confirm that the proctor I have chosen is not a friend or family member.
2. I am responsible for any fee, if applicable, for proctoring services.
3. The information provided on this form is accurate.
4. Student Signature (required) _____ Date: _____

Section B: TO BE COMPLETED BY THE PROCTOR

1. Proctor's Name: _____ Proctor's Position: _____
Organization: _____
Business Address: _____
Business Phone: _____ Business Fax: _____
Business Email: _____
2. Proctor MUST confirm/agree to all items by checking the box or they cannot be approved.
- I confirm that I am not in any way related to the student, nor am I a friend, roommate, neighbor, church official, current teacher, coach, employer, supervisor or coworker.
- I agree that I will administer the exams in accordance with the instructions provided by DSC, that I will not allow the student to use personal computers, notes, dictionary, test books, electronic devices or other materials (unless otherwise instructed), or allow anyone access to the student while taking their examinations.
- If the exams are administered via the Internet, I agree that I will at no time give the student access to the exam passwords.
3. I certify that all of the information that I have provided is accurate.
- Proctor Signature (required): _____ Date: _____
4. (Optional): I authorize Dixie State College Testing Services to share my contact information with Dixie State College students who are looking for a proctor in their area.

Section C: TO BE RETURNED TO DSC TESTING SERVICES BELOW ONLY AFTER SECTIONS A, B ARE COMPLETED

Fax to: 1 435-656-4016

Email: testcenter@dixie.edu

Mail: Dixie State College

Testing Services

Phone: (435) 652-7696

225 South 700 East

St. George, UT 84770