**Nicholls State University**

**Distance Learning Test Administration**

**Proctor Approval Form**

***Acceptable testing locations or proctors include:***

* *Testing Centers*
* *Approved faculty or staff at a University or Technical College*
* *Superintendents, Principals, or Counselors of public schools*
* *Armed Forces –Educational Training Officer*
* *Public Library- Head Librarian*

**STUDENT INFORMATION**

Student:       Campus Email:

Address:

Class:       Semester:       Instructor:

**PROCTOR INFORMATION**

Name:       Title:

Institution:

Business Address:

City:       State:       Zip:

Phone:       Email:

Relationship to Student:

Has this proctor been previously approved by this instructor?

If you answered yes, please provide most recent course and semester proctor was approved by this instructor.

Course:       Semester:

***FOR OFFICE USE ONLY***:

Proctor meets criteria and is approved:  Method of verification:

Proctor does not meet criteria:  Reason:

Instructor Signature       Date