PROCTOR VERIFICATION FORM

Important Notice: You have agreed to administer the exam listed below on the date and time listed. Please remind students that they must present a current and valid government issued or NSU ID upon arrival at the test center. No electronic devices or other unauthorized items are allowed in the testing room. Maintaining the integrity of the exam is of the highest importance. Please return this document to Dr. Gladys M. Bennett by email at the conclusion of the exam. Thank you for your assistance.

EXAM TITLE: ____________________________________________

PERSON TAKING THE EXAM: ____________________________________________

Exam Date: Month  Day  Year

Exam Start Time: ______  Exam End Time: ________

Password: ____ - Do Not Share This Password With Student

PROCTOR’S NAME: ____________________________________________

TITLE: ____________________________________________

ADDRESS: ____________________________________________

PHONE: ____________________________________________

ADDRESS OF EXAM SITE:

ORGANIZATION: ____________________________________________

ADDRESS: ____________________________________________

ROOM LOCATION:

Please identify the room where the exam is taking place. Feel free to use description like Conference Room, or Second room on the left, third floor, or Pete’s office.
For the following statements, please fill in the requested information and initial to verify each item. If you cannot verify the item, continue with the exam, but please provide an explanation.

(1) Are there any notes, exam materials, or books related to the exam in the testing room?
   _____ Yes, _____ No   Initials ______

(2) The person(s) taking the exam did not see or work on the exam after the test was over.
   Initials ______

(3) No one spoke or provided information to the person(s) taking the exam during the exam. Initials ______

I verify the above statements are true:

Proctor Signature: ____________________________________________________________

Email this completed form to:

Gladys M. Bennett, Ph.D.
Department of Testing Services
(757) 823-8611 (Office)
gmbennett@nsu.edu