



# MILITARY STUDENT PROCTOR REQUEST FORM

Complete and return to ODU as an email attachment to: mempm@odu.edu

**PART I: TO BE COMPLETED BY THE STUDENT**

<b>Student Name:</b>		<b>UIN (University Identification Number):</b>	
<b>Address:</b>		<b>Course: (i.e. ENMA 600 or EET 350)</b>	
		<b>Instructor's Name:</b>	
<b>Student Work Phone:</b>	<b>Student Home Phone:</b>	<b>Student Email:</b>	
<b>Reason for Proctor and Exam Shipment Request:</b>			
<input type="checkbox"/> NAVY COLLEGE student taking course by Portable Media <input type="checkbox"/> MEM student taking course by Portable Media			

Authorized proctors may include command designated ESOs/Coordinators, faculty members, academic, corporate, or military education & training staff, as well as officers, senior non-commissioned officers, or civilian supervisors/administrators who are qualified to proctor tests and examinations. Proctors can not be related to the student, nor can they be current or future ODU students in the programs they proctor for.

**PART II: TO BE VERIFIED BY THE PROCTOR**

<b>Proctor Name:</b> (Required)			
<b>Title:</b> (Required)			
<b>Place of Employment:</b> (Required)			
<b>Complete Office Address</b> (Required) Print CLEARLY. This is where exams may be sent			
<b>Office Phone:</b> (Required)		<b>Office Fax:</b> (Optional)	
<b>Email Address:</b> (Required)			

*I agree to serve as the proctor for the student identified above. I understand that I am responsible for safeguarding the security of this student's tests. As a test proctor I will receive, administer and return all tests according to the directions provided me. I will certify that the student finishes these tests in accordance with the directions provided.*

**Proctor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes/Comments:**