

Auburn University
Distance Learning

EXAMINATION PROCTOR INFORMATION

An exam is required for this course. **The test may be taken in the Distance Learning Office, Petrie Annex, Auburn University.** Make arrangements by contacting the office for an appointment to take the Mid-Term Exam. You may contact us via phone at (334) 844-5103 or by email audl@auburn.edu.

If you cannot come to Auburn, you may request to take the final exam under the supervision of a proctor. Those approved by this institution are:

- 1. Higher education faculty, instructors, or library administration**
- 2. Independent learning or distance learning offices at another university or college**
- 3. Education offices on military bases**

Only persons in these positions may be approved to supervise an examination. Do not ask approval of any others. The proctor must not work with you or be related to you in any way.

If you wish to take the examination off-campus, obtain the consent of an approved proctor by having that person complete the Exam Test Proctor Form below. This form must be signed by the proctor selected and returned to the Distance Learning Office.

Send the form to us **at least ten (10) days** before the time you wish to take the examination. The examination will be sent directly to the proctor upon receipt of the form. It is then your responsibility to contact the proctor and arrange to **take the examination within two (2) weeks.**

Please do not enclose it with your assignments; have the proctor send the exam separately to:

**Distance Learning
Petrie Annex
Auburn University, AL 36849-5611**

**AUBURN UNIVERSITY DISTANCE LEARNING OFFICE
EXAMINATION PROCTOR FORM**

I agree to personally supervise the examination for:

STUDENT NAME _____
COURSE NAME _____
STUDENT NUMBER _____

I shall see that no books, notes, or other aids are used unless specifically authorized in the examination instructions, and will follow the regulations governing examinations as stated on the form which will be sent to me with the examination.

DATE AND TIME EXAM IS TO BE GIVEN _____
NAME OF OFFICIAL _____
PROCTOR POSITION _____
NAME OF SCHOOL, COLLEGE OR UNIVERSITY _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE () _____
EMAIL _____

Signature _____

Date _____

PLEASE RETURN THIS SIGNED FORM TO:

**Distance Learning/Outreach Technology
Petrie Annex
Auburn University, AL 36849-5611**