

Semester _____ Year _____ Date _____



Proctor Identification Form

As a student registered in an Engineering Online course at North Carolina State University, you will need to identify a person who will serve as proctor for your quizzes and/or exams. This person must be able to fulfill the requirements of a proctor objectively. Therefore, the proctor cannot be another student in the program, a friend / colleague, family member or someone who reports directly to you. Acceptable persons who qualify to serve as proctor include librarians, members of the Human Resources / Training staff within your company, current or former professors, military education officers or members of an educational institution or testing center (i.e. Sylvan Learning Centers or college testing centers). US Embassy officials are also acceptable proctors for students outside the United States.

Complete the following information and return this form to exams_eol@ncsu.edu or by fax to the Engineering Online office at 919-515-8415 as soon as possible. You will be notified of whether this person has or has not been approved to serve as your proctor.

Student's Name: _____

Student's Email Address: _____

Student's Telephone Number: _____

Course Number(s): _____

Please provide the following information about the person you would like to serve as your proctor:

Proctor's Name: _____

Proctor's Business Title: _____

Proctor's Company / Institution: _____

Proctor's Business Email Address: _____

Proctor's Telephone Number: _____

Proctor's Fax Number: _____

What relationship does this person have to you?

(i.e. Librarian, HR person, etc.)

Proctor's Business Address: _____

Engineering Online – Box 7547 – 256 Page Hall – NC State University – Raleigh, NC 27695-7457
 Phone: 877-254-0058 (toll free) or 919-513-4481 – Fax: 919-515-8415 – <http://engineeringonline.ncsu.edu>