# PROCTOR GUIDELINES

- Proctors must be approved by Adult Degree before the exam will be sent. Suitable proctors include teachers, educational officials, ministers, librarians, counselors, or supervisors. Inappropriate proctors are family members, friends, peers, subordinates or other Adult Degree students. The Adult Degree Office reserves the right to reject any proctors deemed inappropriate.

- The student is responsible for contacting a potential proctor and returning this completed form to the Adult Degree Office for approval. The Adult Degree Office will send a confirming letter to the proctor and a copy to the student.

- One (1) week before you are ready to take an exam, request the exam from the Adult Degree Office at doylem@uwgb.edu or 920.465.2772, the exam will then be sent directly to your proctor. The student is responsible for arranging a mutually agreeable date and time with the proctor to take the exam.

- **The proctor is asked to give the exam under the following conditions:**
  - ► Require positive picture identification of the student writing the exam.
  - ► Ask the student to leave all books and personal items outside the exam area unless the exam directions indicate otherwise.
  - ► Return the exam if not taken in 30 days.
  - ► Inform the student if a time limit is specified.
  - ► Ensure this time limit is met.
  - ► Mail/return completed exam on same day exam is completed in stamped pre-addressed envelope provided.

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## UW-GREEN BAY ADULT DEGREE PROGRAM

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STUDENT'S NAME **(please print)** STUDENT / PROCTOR RELATIONSHIP

_____

PROCTOR'S NAME / TITLE **(please print)**

_____ Area Code (_____) _____

PROCTOR'S ORGANIZATION / BUSINESS **(please print)** PHONE NUMBER BETWEEN 8:00 AM & 4:00 PM

ADDRESS TO HAVE EXAM SENT -- **SHOULD BE PROCTOR'S BUSINESS ADDRESS:**

NAME: _____

ADDRESS: _____ Email Address_____

CITY: _____ ZIP _____

**I am willing to serve as a proctor according to the above guidelines:**

_____

Proctor's Signature Date

Please return to: ADULT DEGREE PROGRAMS, UW-Green Bay CL206, 2420 Nicolet Drive, Green Bay WI 54311-7001, Fax #920.465.2643 or email at doylem@uwgb.edu. Any questions, please contact Micky Doyle at 920-465-2772.

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Adult Degree Approval Date

(revised 9/16/2011)