



Michigan Technological University
Educational Technology Services
Online Learning

1400 Townsend Drive,
Houghton, MI 49931

Proctor Form

If you are a [Michigan Tech Online Learning](http://www.techonline.mtu.edu) student and your online class requires a proctored exam, fill out the information on this form and return it to your instructor. More information is available at: http://www.techonline.mtu.edu/student_services/proctor.htm

Michigan Tech Class Name/Number	Semester
Classes Section	Date
Instructor Name	Instructor Phone
Instructor Address- Street, City	City, State, Zip

Student Agreement

Student Name	Email
Student Signature	Date
Student Address	Student Phone
City	City, State, Zip

As a student, I have read the requirements for proctored exams and I agree to the terms specified in Michigan Tech's academic integrity policy:
http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

Proctor Agreement

Proctor Name	Email
Proctor Signature	Date
Institution/Business	Title
Proctor Address	City, State, Zip

As a proctor, I will personally administer and supervise exams for this course. I will personally mail the completed exams back to the instructor at the address listed above. I am aware that the student is responsible for all postage costs.

www.mtu.edu

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