Examination Proctor Information

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 Biggio Center via mail, fax, or email (after being scanned). There is also an online form that can be completed on our website: wp.auburn.edu/biggio.

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.

To be completed by the proctor:

I agree to personally proctor an exam for:

Student Name: ________________________________

Student ID: ________________________________

Course: ________________________________

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

Proctor Information

Name: ________________________________

Position: ________________________________

Place of Employment: ________________________________

Address: ________________________________
Relationship to Student: __________________

Email: ________________________________

Date and Time Exam will be Proctored: ________________________________

Proctor Signature ___________________________ Date _____________

Auburn University Biggio Center Testing Services
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