South Dakota State University
Examination Proctor Agreement Form

Academic Evaluation and Assessment (AEA) can proctor students’ distance education tests upon approval from the course instructor, on a space-available basis, and with a scheduled appointment. Students should submit this form to Academic Evaluation and Assessment complete with instructor and course information. A onetime fee of $25 per semester is required in advance for AEA to proctor exams.

Please return the completed Examination Proctor Agreement Form as soon as possible to:
(The student should provide the following information: course name and teacher with contact information)

Instructor: _______________________________ Course: __________________________

University: ________________________________________________________________

Mailing Address: _____________________________________________________________

________________________________________

Phone:_____________ Fax: _______________ E-mail: __________________________

As an authorized test proctor, I agree to use the instructor-specified guidelines to administer the SDSU course examination to:

Student Name ___________________________ Student ID# _________________________

Course: ________________________________________________________________

Testing Location: SDSU Academic Evaluation and Assessment
Old Foundation Building, 9th St & Medary Ave,
Jo Ann Sckerl, Director

Testing Date and Time (if determined)___________________________________________

AEA Proctor: Sherie Nelson, Senior Secretary

Proctor signature _______________________________ Date _________________________

Proctor contact information: Sherie Nelson, Senior Secretary
Academic Evaluation and Assessment
Old Foundation Building; SDSU Box 550
Brookings, SD 57007-0288
Phone: 605-688-4217
Fax: 605.688.6548
E-mail: Sherie.Nelson@sdstate.edu

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