

**PART I: TO BE COMPLETED BY THE STUDENT**

<b>Student Name:</b>		<b>UIN</b> (University Identification Number):	
<b>Address:</b>		<b>Course:</b> (i.e. ENMA 600)	
		<b>Instructor's Name:</b>	
<b>Student Work Phone:</b>	<b>Student Home Phone:</b>	<b>Student Email:</b>	
<b>Reason for Request</b> _____ VIDEO STREAM student not associated with TELETECHNET site (FAX to 757-683-5492 / Ms Anita Wiggins-Bailey; Distance Learning) _____ NAVY COLLEGE student taking course by CD ROM (Fax to 757-683-3106/Dr. William Gideon; Military Distance Learning) _____ MEM Ashore student taking course by CD ROM (Fax to 757-683-3106/Dr. William Gideon; Military Distance Learning) _____ Other _____			
<b>Navy College/MEM Fax: (757) 683-3106 / Video Streaming Fax: (757) 683-5492 / Phone: 1-800-968-2638</b>			

*Authorized proctors may include faculty members, academic, corporate, or military education & training staff, as well as officer, senior non-commissioned officers, or civilian supervisors/administrators who are qualified to proctor tests and examinations. Proctors can not be related to the student, nor can they be current ODU students themselves.*

**PART II: TO BE VERIFIED BY THE PROCTOR**

<b>Proctor Name:</b> (Required)			
<b>Title:</b> (Required)			
<b>Place of Employment:</b> (Required)			
<b>Complete Office Address:</b> (Required) Print CLEARLY. This is where exams will be sent.			
<b>Office Phone:</b> (Required)		<b>Office Fax:</b> (Optional)	
<b>Email Address:</b> (Required)			

*I agree to serve as the proctor for the student identified above. As a test proctor I will receive, administer and return all tests according to the directions provided me. I will certify that the student finishes these tests in accordance with the directions provided.*

**Proctor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes/Comments:**