

PART I: TO BE COMPLETED BY THE STUDENT

Student Name:		UIN (University Identification Number):
Address:		Course: (i.e. ENMA 600 or EET 350)
		Instructor's Name:
Student Work Phone:	Student Home Phone:	Student Email:
<p>Reason for Request</p> <p>_____ VIDEO STREAM student not associated with TELETECHNET site (FAX to 757-683-5492 / Ms Anita Wiggins-Bailey; Distance Learning)</p> <p>_____ NAVY COLLEGE student taking course by CD ROM (Fax to 757-683-3106/ Dr. William Gideon; Military Distance Learning)</p> <p>_____ MEM Ashore student taking course by CD ROM (Fax to 757-683-3106/ Dr. William Gideon; Military Distance Learning)</p> <p>☆ Navy College/MEM Fax: (757) 683-3106 ☆ Video Streaming Fax: (757) 683-5492 / Phone: 1-800-968-2638</p> <p>This form may also be scanned and sent as an email attachment: For VS students to Anita Wiggins-Bailey at awiggins@odu.edu; For MEM/Navy College students to Bill Gideon at wgideon@odu.edu.</p>		

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 or future ODU students in the programs they proctor for.

PART II: TO BE VERIFIED BY THE PROCTOR

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

I agree to serve as the proctor for the student identified above. I understand that I am responsible for safeguarding the security of this student's tests. 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: