



Fort Hays State University's Virtual College

PROCTOR APPROVAL FORM – Student Responsibilities

- Identify a person to serve as a proctor. Proctors may be, but are not limited to, the following professions.
 - o A librarian or someone in an administrative position at the library
 - o A certified teacher, a school counselor, administrator, or another school district official in a supervisory position (superintendent, principal, or assistant principal)
 - o A faculty member or administrator of a regionally accredited institution
 - o A military officer (must be higher rank than student) or a military Educational Counselor
 - o A corporate or government agency education official (corporate trainer, human resources staff member, development coordinator, etc.)
 - o An ordained clergy member (minister, priest, rabbi, pastor, etc.)

Proctors may not be:

- o A friend or relative
- o A current Fort Hays State University student

Contact your instructor for clarification

- Print the Proctor Approval Forms (two pages)
- Present the forms to the proctor, in person
- Submit the completed forms to Fort Hays State University:
 - Fax to: (785) 628-4037 or
 - Mail to: Virtual College; Fort Hays State University; 600 Park Street; Hays, Kansas 67601-4099
- Note: The forms must be received by Fort Hays State University 10 days prior to the date of the first exam.**
- Set an appointment for exam(s)
- Reimburse proctor for expenses (mailing costs, proctor and/or site fees) before exam begins

Please review the Fort Hays State University academic honesty policy, which is available at <http://web.fhsu.edu/universitycatalog/gen/academichonesty.asp> .

To be completed by the student: (please print clearly or type)

FHSU Student Identification Number: _____

Name: _____

Address: _____

City, State, Zip: _____

Daytime phone: _____

E-mail: _____

Course Title: _____

Course Section: _____ Instructor: _____

Note: Examinations will not be submitted to a proctor until the proctor has been approved.



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To be completed by proctor: *(please print clearly or type)*

Student Name: _____

Name/Title: _____

Business Name: _____

Business Address: _____

City, State, Zip: _____

Daytime Phone No: _____ Daytime Fax No: _____

E-mail (required) _____

In what capacity do you know this student? _____

I have met, in person, with the above named student and I agree to proctor the examination(s) for this student in accordance with the written directions provided by the instructor and Fort Hays State University. I am not a friend or relative of the student, nor am I a current FHSU student. I agree to verify the student's identification (ID) when proctoring, and I have reviewed the Fort Hays State University academic honesty policy, which is available at <http://web.fhsu.edu/universitycatalog/gen/academichonesty.asp> .

I will collect any necessary fees associated with the administration of the exam from the student prior to the start of the testing session. I will provide a quiet, distraction-free place in which the student may take the exam, and I will make basic equipment (i.e. desk, chair, computer) and materials available to take the exam. I will stay in the exam room or in a nearby area during the testing process. I will personally mail or fax the completed exam(s) to the Virtual College at Fort Hays State University immediately after the student has completed the work (day after exam at the latest). Note: Instructor policies supersede guidelines given here.

I certify that the information on this form is true and complete and I understand that inaccurate or misleading information may affect the student's academic status. I also agree to notify the Virtual College Office immediately if any of the above information or circumstances change.

Proctor's Signature: _____ **Date:** _____

This form must be submitted to Fort Hays State University 10 days before the first exam date.

The Virtual College
Fort Hays State University
600 Park Street
Hays, Kansas 67601-4099

FAX: 785-628-4037