

Application for Non-MACC Proctor

To be filled out by student:

Student ID #: _____ Date: _____

Student Name: _____

Address: _____

Phone: _____

Course requiring proctored exam (i.e., MTH100): _____ Instructor Name: _____

ADA accommodations - If you have a disability and would like to set up an Accommodation Plan, please contact our Access/ADA Services office: <http://www.macc.edu/index.php/services/access-office>

To be filled out by Proctor Applicant:

Name: _____ Date of Application: _____

Title: _____

Business Address: _____ State: _____

Phone Number at which you may be contacted M-F, between 8 am and 5 pm: _____

Email address: _____

Relationship to student: _____

Location of proctored examination (building, city, and state): _____ City: _____ State: _____

Date and time of proctored examination: _____

I understand the following requirements must be met in order to be approved as a proctor:

- Proctor cannot be related to student
- Proctor cannot work with the student
- Proctor cannot be a current MACC student
- Proctor **must** be a working professional at the testing center, library, or public/private school of the administered exam and have a professional email address (not gmail, yahoo, etc.)
- Students may not use any personal electronic devices
- Exam must be administered in a professional environment (i.e., library, school, testing center, NOT a residence or place of business)
- Proctor must be available to be contacted by phone before approval is given
- Proctor must agree to follow instructor testing stipulations
- Proctor must have access to a fax machine or be able to scan and email student work per instructors directions
- I understand there is no reimbursement given by MACC for this service.
- _____ By checking this box, I am stating that I understand and meet the requirements listed above for being an MACC proctor and that I realize I will be contacted via phone by MACC personnel to verify this information.
- Submit via email to int@macc.edu, fax to 660-263-0253, or send via postal service to: