



Williston State College Online/Distance Course Proctor Form

If you are enrolled in an online or distance course with Williston State College, you may be asked to obtain a test proctor. A proctor ensures security and integrity of the exam process. Approved proctors may include local college testing centers, a local public library, public school teachers, guidance counselors, school principals, or school superintendents. Proctors must not be a relative, girl/boyfriend, spouse, someone enrolled in the course, or someone living at the same address. **All proctors are subject to approval by your course instructor.**

Falsification of this document or proctor information will result in Academic Discipline.

This form needs to be completed and returned to the instructor of the course.

TO BE COMPLETED BY STUDENT:

Today's Date: _____ Semester: _____

Course Title: _____ Instructor: _____

Student Name: _____

Student Signature: _____ Phone: _____

Student Email: _____

TO BE COMPLETED BY PROPOSED PROCTOR:

Proctor's Name: _____ Phone: _____

Proctor's Address: _____

Proctor's Title: _____

Proctor's Professional Email: _____

Proctor's Relationship to Student: _____

Proctor's Signature: _____ Date: _____