



**PROCTOR Application Form**

The proctor is responsible for administering exams to the students per the instructor’s directions and in accordance with the Academic Honesty and Integrity Policy in order to maintain the security and integrity of the exam process. Please review the Online Course Policies and Procedures document for instructions for securing an acceptable proctor.

The Proctor Application Form **must** be submitted **No later than 2 weeks before first exam** to allow for processing and approval of the selected Proctor. Once a proctor has been approved, no changes will be made to the proctor’s information as originally submitted. IF changes are needed (i.e. new fax number, different email address, etc.) the student will be required to submit a NEW Proctor Application Form as early as possible but no later than 72 hours prior to the exam.

**Instructions:** The Student must fill out the Proctor Application Form and give it to their proposed proctor. The proposed proctor **MUST** sign the form, and have the student submit it to their companies HR department to verify the Proctor qualifies as a proctor, then the HR department will submit the form to **Michael Johnson** via email: [mic.johnson@northeastern.edu](mailto:mic.johnson@northeastern.edu). Please allow two weeks for processing.

Student Name: \_\_\_\_\_  
Please Print Clearly

Student Email: \_\_\_\_\_ Course Number: \_\_\_\_\_

Instructor’s Name: \_\_\_\_\_

Instructor Email: \_\_\_\_\_

Date(s) of Exam(s): \_\_\_\_\_

Proctor’s Name: \_\_\_\_\_  
Please Print Clearly

Company/Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Alternate Phone (i.e. Cell): \_\_\_\_\_

Email: \_\_\_\_\_ Job Title: \_\_\_\_\_

I understand that it is my responsibility, as proctor for the aforementioned student, to assure the academic integrity of the exam process by following the explicit instructions provided to me by the instructor. I understand that failure to follow instructions may result in revocation of my proctor privilege and may adversely affect the student’s grade for which I am serving as proctor. I also understand that if I work with the aforementioned student, I am in fact their supervisor or an HR Representative, not a co-worker or personal friend.

Proctor’s Signature & Date: \_\_\_\_\_

HR Contact: \_\_\_\_\_

HR Department Signature: \_\_\_\_\_ Phone # \_\_\_\_\_

*Northeastern University reserves the right to verify a proctor’s identity, require additional proof of eligibility, or require the selection of a different proctor. This Proctor Agreement may be terminated at will by the proctor, student, or Northeastern University, by providing written notification to all parties involved.*