

Proctor Nomination Form

Complete this form and fax or email it to Worldwide Online (386) 226-7627

I am a graduate student. Advisor's Name: _____

** Mandatory fields - failure to complete these fields will delay approval process.*

A test proctor is the person responsible for administering examinations that are not available online. **See reverse for proctor selection criteria.** You will be notified of approval or disapproval of the proctor nominee. Examinations are mailed to the approved proctor after the term starts.

Please print or type Student Information:

*Name: _____ *ERAU ID or SSN: _____
Last First MI

Home Phone: _____ Email: _____

Employer: _____ Work Phone: _____

*Position/Title/Rank: _____

Student's Signature: _____

Please print or type Proctor Information:

*Name: _____ Email: _____
Last First MI

*Exam Mailing Address: _____ *Business Phone: _____

Business _____ Fax: _____

Home _____ Home Phone: _____

We will only contact your home if unable to reach you at work.

*Employer: _____ *Position/Title/Rank: _____

*Education Information (Please list any degrees/certificates, and the school/agency from which you received them):

*Please describe your relationship with the student: _____

I hereby agree to administer Embry-Riddle Aeronautical University Worldwide Online course examinations. I understand that exams will be no longer than 3 hours in duration. Any fees associated with administering these exams will be paid by the student. **I agree to provide adequate exam security as long as these documents are in my care.** I understand verification of my employment and/or credentials may be checked. I agree to insure positive identification of the student being administered the exam.

I am currently or have previously proctored for ERAU. Please list students' name(s).

Proctor Signature

Date

Proctor Nominee Selection Information

1. Students are responsible for securing the services of a suitable proctor according to the requirements listed in paragraph four, below. In most cases proctors who have been approved may administer examinations throughout your studies with Embry-Riddle. However, circumstances may occur in which a student will be required to find the services of another proctor. (For example the proctor or student changes position, the proctor or student moves, etc.)
2. **Graduate** students must submit the completed form prior to course registration.
3. The criteria established for proctor approval is:
 - Knowledge of and experience in the administration of examinations.
 - Currently employed on a full time basis and whose professional reputation would be severely tarnished if improprieties were discovered.
 - Ability to communicate in English.
 - Possession of a bachelor level or higher degree preferred.

Based on the above, acceptable proctors are:

- Authorized employees at university/college testing facilities.
 - Faculty member of a university/college.
 - Public or private school state certified teachers, guidance and counseling officials currently under contract with the education system.
 - Government/corporate training/education directors.
 - Authorized employees at U.S. Military Education centers.
 - Certified FAA examiners.
 - ERAU center directors and ERAU approved faculty.
 - Librarians holding the MLS distinction.
 - Field grade military officer of a higher rank than student. (Only if the military installation is not serviced by an educational services office or testing activity.)
 - Human Resources Officer
4. **Exceptions to the above will not be favorably considered.** In no case will relatives, personal friends, or other students be approved. The proctor must be an impartial third party.

If unable to FAX or EMAIL this form, please mail to the address below.

Embry Riddle Aeronautical University
Worldwide Online - AERO
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Daytona Beach FL 32114-3900