



# MISSISSIPPI STATE UNIVERSITY™

## CENTER FOR CONTINUING EDUCATION

### HIGH SCHOOL ONLINE-PROCTOR REQUEST FORM

**Please Print**

Proctor

Student \_\_\_\_\_

School/District \_\_\_\_\_

Title \_\_\_\_\_

School Address \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

School telephone \_\_\_\_\_ Email \_\_\_\_\_

What is your relationship to the student? \_\_\_\_\_

Where will you administer the test? \_\_\_\_\_

Can you monitor the student throughout the examination? \_\_\_\_\_

List prior proctoring experience (test and dates): \_\_\_\_\_

**Proctor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I, the undersigned, attest that all proctor information contained on this form is correct and conforms to the guidelines for suitable proctors. I have read the guidelines and agree to abide by all rules and regulations set forth by CCE. I understand that any deliberate misstatement of fact may result in student's dismissal from Mississippi State University High School Online with a grade of "F" being assigned for any and all courses—past and present—in which examinations were taken under such misstatement.

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator, MSU Center for Continuing Education ams257@msstate.edu

*Center for Continuing Education PO Box 5441 Mississippi State, MS 39762 Phone 662.325.1457 Fax 662.325.2702*

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.