



NETMATH Proctorship Form

Division of Academic Outreach, Office of Continuing Education

University of Illinois at Urbana-Champaign

901 West University Avenue, Urbana, IL 61801-2777

217-333-6305 or 800-252-1360| Fax 217-333-8524| Outreachinfo@illinois.edu | www.outreach.illinois.edu

Instructions for filling out this form:

- All students must submit proctor information to Academic Outreach within 2 weeks of registering for a NetMath course.
- All exams must be proctored.
- All exams will be sent to proctor's institutional address. Please verify that your proctor will be available to receive your exams at their institutional address before submitting this proctorship form. Exams cannot be sent to proctors via e-mail or fax.
- Once you have identified a proctor, please fax or mail this completed form to the **Office of Academic Outreach**.
- Please PRINT or TYPE the following information:

Student Information:

Name _____ Date _____

Email address _____

Course(s) for which proctor will administer tests: _____

Proctor Information:

Name: _____

Official title or position: _____

Company or Institution: _____

Institution address: _____

City/State/Zip: _____

Institution phone number: _____

Fax number: _____

Email address: _____

Relationship to student: _____

To be a proctor, the above named individual must meet at least one of the following criteria, and not be a member of the student's family. Check all that apply to this person:

- _____ Principal or Superintendent of Educational Service Region, School, or District, either Public or Parochial
- _____ Dean, Academic Department Head, Extension or Correspondence Administrator, Registrar, or Official Testing Service of an Accredited University or College
- _____ Education Officer (Armed Services Personnel Only)
- _____ Full-Time High School or College Instructor
- _____ Librarian at your local community library
- _____ A Human Resources or Company Education and Training Manager (only at the student's place of employment).

Please note that only testing centers are allowed to receive payment for proctoring services, and any compensation to the proctor is strictly between the student and the proctor. NetMath does not compensate proctors.