

TTU Math Proctor Approval Form

I To be Completed by Student

Student Contact Information

Name _____ Email _____
Phone _____ Semester and Year _____
Online Math Course Name _____ Course Number _____

**The proctoring service or individual that I am submitting for approval is
(Check all that apply):**

- ☐ An accredited academic testing center affiliated with a college or university, or an approved TTU faculty member*
- ☐ An academic testing center at a military camp/base/ship or a military officer of higher rank than the student and outside the student's chain of command

Fill in the proctors or testing center directors name and organization:

Proctor/Testing Center Director Name _____
Organization Name _____

I, the student named above, agree to the following: (a) to locate a proctor or testing center and set up an appointment for my course exam(s), according to published dates; (b) to arrange for fee payment for the proctoring services, if any; (c) **I will abide by the Academic Integrity Code in use at Texas Tech University, as stated at:** <http://www.depts.ttu.edu/studentconduct/academicinteg.php>

Signature Date

II To be completed by Proctor or Testing Center Director

Proctor/Testing Center Director Name Area Code/ Phone Number

Organization

Address

City/State/Zip

Email Address

☐ YES ☐ NO Fees are assessed to students for services associated with proctored testing.

I certify that (for the student named above): (1) I do not have any conflict of interest; (2) I agree to serve as an exam proctor subject to the testing guidelines of the TTU Department of Mathematics and Statistics.

The information in Section II is correct to the best of my knowledge, **I will abide by the Academic Integrity Code in use at Texas Tech University, as stated at:**
<http://www.depts.ttu.edu/studentconduct/academicinteg.php>

Signature Date

*In order for individual TTU faculty or instructors to serve as substitute proctors, approval from the departmental administration must be obtained at least 30 days in advance; individual instructors who are not affiliated with TTU do not qualify as proctors.