

# Mizzou Online

## Semester-Based Proctor Application

### Student Instructions

**Please note: If you plan to take your exams at Mizzou Online, 136 Clark Hall, the attached proctor application is not necessary. Simply email [exams@missouri.edu](mailto:exams@missouri.edu) to schedule an appointment time. Be sure when making your appointment that you include the following information in your email: student name, student ID number, email address, course name and number, instructor name, and semester/year.**

Here are the steps for those students utilizing a proctor in another location:

\*8 week courses must use test sites within the continental U.S.

Step 1: Select and contact a suitable proctor that meets the standard qualifications for semester-based proctoring. If exams will be given in an online format, you will need to confirm that internet access will be available for you. Guidelines for selecting a proctor can be found at the following location: <http://online.missouri.edu/current-students/proctors.aspx>

Step 2: Completely fill in the student identification section in the upper right hand corner of the application prior to submitting the form to your chosen proctor.

Step 3: Submit form to your proctor. Once they have completed the proctor information section and signed the form, please scan and email the completed form to [exams@missouri.edu](mailto:exams@missouri.edu). You may also fax at 573-882-5071.

Step 4: You will then be notified by Mizzou Online once your application has been reviewed. If approved, testing details specific to your online course will be sent directly to your proctor. Be sure to touch base with your approved proctor prior to any exam dates to confirm your arrangements.

Step 5: If at any time during the semester you would find it necessary to change proctors, a new form would need to be submitted.

Step 6: Additional questions regarding this process may be emailed to [exams@missouri.edu](mailto:exams@missouri.edu).

Applications should be submitted a minimum of 10 business days prior to your first exam date.

# MIZZOU ONLINE SEMESTER-BASED PROCTOR APPLICATION

**Applications must be submitted to  
Mizzou Online at least 10 days  
prior to the exam date.**

General information related to semester-based  
proctoring can be found at the following  
website address:

<http://online.missouri.edu/current-students/proctors.aspx>

**PLEASE TYPE FORM OR PRINT LEGIBLY**

Student Identification (To be filled in by student.)	
Student Name:	<input type="text"/>
Student ID #/Email:	<input type="text"/>
Course #/Name:	<input type="text"/>
Instructor Name:	<input type="text"/>
Semester/Year:	<input type="text"/>

## PROCTOR INFORMATION

Name:  Title:

E-mail:

Proctor's Institutional Mailing Address:

Institution/Business Name:

Address:

City:  State:  Zip Code:

Phone # (with area code):  Fax #(with area code):

Please describe briefly the location and environment for administration of exam:

- I am not related to the student.
- I do not work with the student.
- I understand that there is no reimbursement for this service by Mizzou Online, University of Missouri.

\_\_\_\_\_  
Proctor Signature

\_\_\_\_\_  
Date

**Return completed form to:  
Mizzou Online  
Attention: Exam Room  
136 Clark Hall  
Columbia, MO 65211  
Fax: 573-882-5071  
Scan & Email: [exams@missouri.edu](mailto:exams@missouri.edu)**

The application for the above-named individual has been reviewed. The application:

- is approved
- is not approved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date