Proctor Agreement Form

Exam Proctoring: It is the student's responsibility to locate a proctor and coordinate exam times. The student will need to send this form to UMM with the proctor contact information. Forms can be faxed to (207) 255-1474, scanned and emailed to christy.alley@maine.edu or mailed to Christy Alley, UMM, 116 O'Brien Ave, Machias, ME 04654. When the proctor info is received, a UMM Advising representative will contact the proctor via email with instructions, a temporary username and password. Please note that exams cannot be administered in a private residence.

Section I: Student Information

Name: ________________________________

Student ID # (7-digit MaineStreet I.D. or phone number) ________________________________

Address: ________________________________ City: __________________________ State: _____ Zip: _______

Phone #: ___________________________ Email Address: ________________________________

Section II: Proctor Information

Name: ________________________________ School/Business Name: ________________________________

School/Business Address: ________________________________ City: __________________________ State: _____ Zip: _______

Phone #: ___________________________ Fax #: ___________________________ Email Address: ________________________________

Anticipated date of testing: ___________________________

Proctor is employed as a (Please Choose One):

- College Professor/Instructor
- College Testing Officer/Office Staff
- Program Advisor of Military Program
- Librarian (University or Local Public Library)
- High School/Adult Education Representative
- Other ________________________
If there are questions, please contact (207) 255-1268, or email christy.alley@maine.edu.