



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.