The Veterinary Technology Distance Learning Program adheres to all policies and procedures of Purdue University regarding academic integrity.

Requirements for Selecting a Proctor:

- Hold a professional credential in one of the following categories:
  1. Credentialed Healthcare professional, for example DVM, RVT, MD, RN
  2. Licensed K – 12 educator or college teaching faculty/staff
     AND have at least one college degree (minimum of an associate degree required)
  3. Military training or education officer

  OR

- 4. Utilize formal proctoring centers: library, commercial learning center, college/school/institutional testing center, military center

  Additionally, the proctor will:

- not be related to the student in any way, may not live in the same residence, and may not be a close neighbor or friend and,
- provide a computer with internet access and an appropriate test-taking environment and,
- sign the proctor request form and adhere to the honor code.

Complete the Proctor Approval form and return it, via E-mail or fax to:

Veterinary Technology Distance Learning Program
E-mail: vettech@purdue.edu
Fax: 765-496-2873

NOTE:

- The proctor and student must follow exam instructions, whether taken online or on paper
- The Veterinary Technology Program will have final approval of proctor selection
- The Veterinary Technology Program will confirm your proctor’s contact information
- The proctor must administer all exams. The proctor may delegate administration of an exam only to an approved back-up proctor.
PROCTOR APPROVAL FORM
Form may be copied for additional proctors

Student Name _____________________________________ PUID __________________________

Proctor Information – PLEASE PRINT

☐ Primary Proctor (exam information sent to primary proctor)    ☐ Back-up Proctor

Proctor Name _____________________________________________________________________

Address _________________________________________________________________________

City ___________________________________________ State _________________________

Title/position/rank ___________________________________________________________________

Professional credential or state license # ____________________________________________

State in which you are credentialed ________________________________________________

Place of employment ______________________________________________________________

Highest degree obtained from a college/university ______________________________________

Home phone _______________________________ Work phone __________________________

E-mail address _______________________________ Fax _________________________________
(The student cannot have access to the proctor’s email account)

How are you acquainted with the student? _____________________________________________

As a proctor and a student it is understood that aid will neither be given nor received in examinations, quizzes, or other work which is to be done independently. Unpermitted aid will be neither given nor received in the preparation of reports, projects, class work or in any other exercises that are to be used by the instructor as a basis for grading. It is understood that graded materials are not to be shared with other current or future students.

I have read and agree to follow the guidelines in this document. I agree to comply fully with exam instructions and proctoring guidelines. I find the policies, procedures, instructions, and arrangements agreeable.

_________________________________________ ____________________________________
Student signature                                     Proctor Signature

_________________________________________ Date________________
Student E-mail address                              Date________________
