



School of Management, the University of Texas at Dallas
SOM eLearning Office, P.O.Box 830688 – SM27, Richardson, TX 75083
(Street Address: 800 West Campbell Rd. – SOM2.231, Richardson, TX 75080)
Fax: 972-883-6598, Phone: 972-883-5918, Email: som-elearning@utdallas.edu

Proctored Examination Form

Dear student, please complete Part 1 of the form. Have your proctor fill out Part 2. Please fax or mail in the form with both sections completed.

Part 1: (To be completed by student)

UTD student name: _____ Degree Program _____

Day Time Phone: _____ Email: _____

Proctor and Testing Center name: _____

Exam(s) to be proctored for Course(s) _____

Exam time window _____ Scheduled date to take the exam _____

Student's signature: _____ Date: _____

Part 2: (To be completed by proctor/testing center)

Dear proctor, thank you for your willingness to serve as an exam proctor for the University of Texas at Dallas, School of Management. The support of individuals like you is essential to the successful operation of our distance education program. Our exams are "paper and pencil". You will download the exam (PDF file) from our web site and print out a hardcopy for student to take. We'll provide you the exam downloading information via **email**. To confirm your willingness to proctor this student's final exam(s) of the above online course(s) and to provide us the appropriate contact information, please complete the following required fields:

Contact person's name and title: _____

Testing center name and address: _____

Telephone number: _____ Business Email: _____

Signature: _____ Date: _____

We have asked the student to provide us this information, and to sign this form acknowledging responsibility for your proctoring fees. We will be in contact with you and provide the examination materials and instructions in a timely manner. If you have any questions, please call 972-883-5918 or email at som-elearning@utdallas.edu.

Please fax/mail the form to us upon completion. See our fax/address info at the top of this page.