NOTIFICATION OF EXAM PROCTOR FORM

Date: _____________________

To: Rhonda Dawson, FAX ONLY: 661-654-2447

From: _________________________________ Email address: _____________________________________________

Student Name (print clearly)

Name of Course____________________________________________________________
(example: Sci360A, COMM 304, ERM 411 or Geol 320)

Please provide the following information on your proctor. If you are located in Antelope Valley, contact
Nancy Smith at the CSUB-AV Center (661-722-6630) to make arrangements for the exam.

All other students complete the form below and fax back to Rhonda Dawson at 661-664-2447. For those of you who have
not had an exam proctored before, these guidelines MUST be meet. University policy is STRICT and CLEAR. Exams
must be taken at a community college testing center, a library, or place of employment where the Human Resource Man-
ger or Training Director can be your proctor. ALL INFORMATION WILL BE VERIFIED. Proctors CANNOT be friends or
relatives. Write clearly and legibly.

Student Name__________________________________________________________________________________

Name of Proctor ________________________________________________________________________________

Company _____________________________________________________________________________________

Proctor’s Job Title________________________________________________________________________________

Address________________________________________________________________________________________

City _____________________________________________ State ___________ Zip__________________________

Work # _____________________________________ Fax #_______________________________________

Nondiscrimination Policy

EUD does not discriminate on the basis of race, color, national origin, sex, physical handicap, or
sexual orientation in the educational programs or activities it conducts. Students admitted with
physical, perceptual or learning disabilities will be given necessary accommodations provided
that their disability has been verified by the CSUB Office of Services for Students with Disabilities
(661-654-3360).