Notification of Exam Proctor

this form cannot be emailed

Please complete and return by fax to Rhonda Dawson per the date on the Course Calendar/Course Syllabus

Date: ____________________

To: Rhonda Dawson, FAX ONLY: 661-664-2447

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 met. 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 Manager 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 # ________________________