



South Dakota State University Examination Proctor Agreement Form

Academic Evaluation and Assessment (AEA) can proctor students' distance education tests upon approval from the course instructor, on a space-available basis, and with a scheduled appointment. Students should submit this form to Academic Evaluation and Assessment complete with instructor and course information. A fee may apply for testers not currently enrolled at SDSU.

Please return the completed Examination Proctor Agreement Form as soon as possible to:
(The student should provide the following information: course name and teacher with contact information)

Instructor: _____ Course: _____

University: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-mail: _____

As an authorized test proctor, I agree to use the instructor-specified guidelines to administer the SDSU course examination to:

Student Name _____ Student ID# _____

Course: _____

Testing Location: **SDSU Academic Evaluation and Assessment**
Old Foundation Building, 9th St & Medary Ave,
Jo Ann Sckerl, Director

Testing Date and Time (if determined) _____

AEA Proctor: **Sherie Nelson, Secretary**

Proctor signature _____ **Date** _____

Proctor contact information: Sherie Nelson, Secretary
Academic Evaluation and Assessment
Old Foundation Building; SDSU Box 550
Brookings, SD 57007-0288
Phone: 605-688-4217
Fax: 605.688.6548
E-mail: Sherie.Nelson@sdstate.edu