

OFF-SITE PROCTOR MAKEUP/CHALLENGE EXAM APPLICATION (OPMEA)

Instructions for the Student:

All students must have a proctor approved by the Testing Center. Please complete the Student Information portion of this form (Parts I and II) and give it to your proctor to complete Part III. Have him/her sign, date, and fax this form to the number below. Once the proctor has been approved, the Testing Center will contact your proctor with specific exam instructions for the paper based test. **Fax the form to the Testing Center at 479-424-6662.**

PART I: Student Requesting Proctor Approval (to be completed by student)

Name: _____ Date: _____

Student ID Number: _____ Home Phone: _____

Cell or Work Number (_____) _____ - _____ E-Mail _____

PART II: Course Information (to be completed by student)

Course Name: _____ Course Section Number _____ CRN Number _____

Instructor: _____ Makeup Test ___ or Challenge Exam ___

PART III: Proctor Information (To be completed by proctor)

Name: _____ Title: _____

Name of Testing Center: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Email: _____

Relationship to student: _____

STATEMENT OF AGREEMENT:

By signing below, I hereby agree to abide by all of the examination instructions. I will also recognize and respect the confidentiality of the faculty and the institution regarding all examination materials and the confidentiality of the student.

Proctor's Signature: _____

Date: _____