**BOISE STATE UNIVERSITY**

**PROCTOR VERIFICATION FORM**

This form must be completed by the student. After you have located a proctor, complete and submit this form to the course instructor at least one week prior to the exam date.

### Student Information

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
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<tr>
<th>Bronco Email:</th>
<th>Phone Number:</th>
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### Course Information

<table>
<thead>
<tr>
<th>Instructor Name:</th>
<th>Term:</th>
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Exam Date(s): / / ___ — / / ___  
Subject & Number: ____________________  
(I.e., BIOL 100)

Course Title: ____________________ (I.e., Concepts of Biology)

### Proctor Information

<table>
<thead>
<tr>
<th>Proctor Name:</th>
<th>Position / Title:</th>
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University/Organization: ____________________

Business Email: ____________________  
Daytime Phone: ( ) -

Mailing Address: ____________________  
City: Zip: ____________________

*Will The Student Take Other Exams in This Course With This Proctor / Service?*

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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### STUDENT AGREEMENT:

By completing this form, you acknowledge the following:

- I have read the Boise State University Proctoring Guidelines and agree to abide by them.
- I have received permission from this instructor to complete my exam through an external proctor. I understand that Boise State University reserves the right to verify a proctor’s identity, require additional proof of eligibility and deny/terminate a proctor at any time.
- I affirm that I have no personal relationship outside of school or business with the individual(s) named above. I affirm this individual is not my co-worker, employer, supervisor, spouse or significant other.
- I affirm that the information on this form is accurate. I also understand if I provide false or misleading information, fail to adhere to the exam instructions provided by the instructor, or do not follow the Student Code of Conduct, I may be subject to disciplinary action.

<table>
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<tr>
<th>Student Signature:</th>
<th>Date:</th>
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Associate Coordinator  
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taragarza@boisestate.edu