

Thank you for your commitment in requesting to serve as a proctor for a Columbia Southern University (CSU) student.

Please review the Proctor Policy, located in the [CSU Student Handbook](#), prior to completion of the Proctor Agreement Form. Individuals meeting the required qualifications and assuming proctor responsibilities should sign and submit the Proctor Agreement Form by fax: 251-224-0550. Alternatively, the form can be scanned and emailed to students@columbiasouthern.edu. Should you have questions before, during, or at the conclusion of the assessment, please call 877-323-4471 or email students@columbiasouthern.edu.

**Please note, the proctor email address provided must be from the organization which employs the proctor.

STUDENT INFORMATION					
Last Name		First		Student ID	
Phone		Email			
PROCTOR INFORMATION					
<input type="checkbox"/> Check this box if you intend to proctor for other CSU students than the one listed above. You will not need to complete an additional Proctor Agreement.					
Last Name		First		Middle	
Last Four of SSN		DOB			
Title				If active military, indicate rank	
Degree Earned			School Name		
Employer					
Business Address					
	City		State	Zip	
Relationship to Student				Work Phone	() _____ - _____
Email					
PROCTOR CERTIFICATION					
<p>The proctor must provide official certification or documentation, such as a business card, verifying their position. Certification should accompany this request, as it cannot be processed without the adequate support documentation.</p>					
<p>I hereby certify that I meet the requirements of a CSU proctor and will adhere to the proctor responsibilities and procedures outlined in the Proctor Policy when administering proctored assessments. Most importantly, by my signature below, I attest that I will verify the student's identity through use of a government-issued photo identification card prior to allowing the student to access his/her exam in my presence, and that I will remain in proximity during the entire assessment period. I will close student access to the exam at the end of the four hours allotted, will notify CSU of any assessment violations, and agree that CSU may verify my credentials and may contact me for additional verification information, if needed.</p>					
<p>Columbia Southern University utilizes various forms of automated technology communication with students. For quality purposes, CSU may monitor and/or record these communications. By submitting this form, students and/or their representatives are consenting to monitoring and/or recording of such communications to include, but not limited to, phone, email, and text messaging. You give Columbia Southern University consent to call, text and email you at the information above, including your wireless number if provided, regarding educational services. You may still choose to enroll in the university if you do not provide consent.</p>					
Proctor Signature				Date	