Proctoring Form from Northern State University

Complete this form to have a proctor approved for an NSU exam as required by some instructors. If you live in one of the following areas, you are advised to have your exams proctored by one of the below testing sites. Use the contact information below to schedule your exam.

Please check the region of your choice:

<table>
<thead>
<tr>
<th>Region / Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pierre area / Capital University Center</td>
<td>605-773-2160</td>
<td><a href="mailto:sdsu.cuc@sdstate.edu">sdsu.cuc@sdstate.edu</a></td>
</tr>
<tr>
<td>Spearfish area / Black Hills State University</td>
<td>605-642-6099</td>
<td><a href="mailto:BHSPTestingCenter@bhsu.edu">BHSPTestingCenter@bhsu.edu</a></td>
</tr>
<tr>
<td>Rapid City area / SD School of Mines &amp; Technology</td>
<td>605-394-2428</td>
<td><a href="mailto:thomas.mahon@sdsmt.edu">thomas.mahon@sdsmt.edu</a></td>
</tr>
<tr>
<td>Madison area / Dakota State University</td>
<td>605-256-5101</td>
<td><a href="mailto:assessoffice@dsu.edu">assessoffice@dsu.edu</a></td>
</tr>
<tr>
<td>Brookings area / South Dakota State University</td>
<td>605-688-6460</td>
<td><a href="mailto:sdsu.testing@sdstate.edu">sdsu.testing@sdstate.edu</a></td>
</tr>
<tr>
<td>Sioux Falls area / University Center</td>
<td>605-274-9500</td>
<td><a href="mailto:testingcenter@usduniversitycenter.org">testingcenter@usduniversitycenter.org</a></td>
</tr>
<tr>
<td>Vermillion area / University of South Dakota</td>
<td>605-677-6143</td>
<td><a href="mailto:testingcenter@usd.edu">testingcenter@usd.edu</a></td>
</tr>
</tbody>
</table>

**Proctor Information:**
In order to maintain academic integrity please do not submit the name of a relative, close friend, neighbor or roommate. All exams must be taken in a professional setting, not in a private home. **Your proctor must be an educational professional at either a high school or university, a clergy member, a librarian, or any professional approved by your instructor.**

I am (please check one): ___Superintendent/Principal ___Teacher at a high school
___Librarian ___Clergy ___Guidance Counselor ___Professor at a college
___Other Professional

I verify that I am not a relative, close friend, or have a close relationship with the above student. I understand that proctoring tests for Northern State University is an important and valuable service. I understand that I am responsible for reporting to the Assessment Office any suspicious or verifiable acts of student dishonesty. I am an objective party and I do not have a clear or apparent conflict of interest. Please decline this invitation if you have a clear or apparent conflict of interest to protect the students’ academic record and the academic integrity of Northern State University.

Proctor Signature __________________________ Date ______________
Proctor Printed Name ________________________
Business or School Name _____________________
Business Address ____________________________
City, State, Zip _____________________________
Business Phone _____________________________ Email address ______________________

**Student Information**
Semester & Year __________ Course Instructor/Email address ______________________
Course Name/Number ______________________________

I verify that I am not a relative, close friend, neighbor or have a close relationship with the proctor listed above.

Student Printed Name ______________________________
Student Signature ______________________________
NSU Email address ______________________________
Phone no. __________________________ NSU ID No. __________________

Please have your off campus proctor complete this form and then return this form to the course instructor that you have listed above.