



**Proctor Agreement Form
University of Maine at Augusta**

Exam Proctoring: It is the student's responsibility to locate a proctor and coordinate exam times. The student will need to send this form to UMA with the proctor contact information. Forms can be faxed to **(207) 621-3171**, or mailed to **UMA Advising, 46 University Drive, Augusta ME, 04330**. When the proctor info is received, a UMA Advising representative will contact the proctor via email with instructions, a temporary username and password. ***Please note that exams cannot be administered in a private residence.***

Section I: Student Information

Name: _____

Student ID # (7-digit MaineStreet I.D., phone number or SS#): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email Address: _____

Section II: Proctor Information

Name: _____ School/Business Name: _____

School/Business Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____ Email Address: _____

Anticipated date of testing: _____

Proctor is employed as a (Please Choose One):

- College Professor/Instructor
- College Testing Officer/Office Staff
- Program Advisor of Military Program
- Librarian (University or Local Public Library)
- High School/Adult Education Representative
- Other _____

If there are questions, please contact (207) 621-3392, or email eric.allain@maine.edu.