

Proctor Approval Form

Before completing this form, please read Anaheim University Policies for Proctored Examinations (available at www.anaheim.edu or by emailing support@anaheim.edu)

Section A: To be completed by the student.															
As a student, I agree to the following: <ul style="list-style-type: none"> To be responsible for locating a suitable proctor and setting an appointment for the exam To be responsible for reimbursing the proctor for any expenses To abide by the Anaheim University Policies for Proctored Examinations 															
Name <small>(Last name, first name, middle initial)</small>	Student ID Number														
Program <div style="display: flex; justify-content: space-around; align-items: center;"> MA in TESOL MBA </div> <small>(Please circle)</small>	Course(s) <small>(e.g., EDU 500 / BUS 500 or "All Courses")</small>														
E-mail	Phone														
Signature of Student	Date <small>(Month/Day/Year)</small>														
Section B: To be completed by the proctor.															
In addition to completing this section, you may submit supporting documentation, e.g., a resume or a business card.															
As a proctor, I agree to the following: <ul style="list-style-type: none"> To administer and supervise the exam(s) personally To permit Anaheim University to verify my credentials and contact me for verification purposes To abide by the Anaheim University Policies for Proctored Examinations 															
Name <small>(Last name, first name, middle initial)</small>															
Employer															
Business Address															
Work E-mail	Work Phone														
Please check one or more of the following proctor qualifications: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Anaheim University Representative</td> <td><input type="checkbox"/> Representative of an established religious order</td> </tr> <tr> <td><input type="checkbox"/> Official Testing Center - University/College/Private</td> <td><input type="checkbox"/> School Counselor</td> </tr> <tr> <td><input type="checkbox"/> University/College Dean/Professor</td> <td><input type="checkbox"/> School Principal/Vice Principal</td> </tr> <tr> <td><input type="checkbox"/> Human Resource Manager</td> <td><input type="checkbox"/> Supervisor</td> </tr> <tr> <td><input type="checkbox"/> Librarian</td> <td><input type="checkbox"/> Teacher</td> </tr> <tr> <td><input type="checkbox"/> Military Education Services Officer</td> <td><input type="checkbox"/> Training Director/Officer</td> </tr> <tr> <td><input type="checkbox"/> Police Officer</td> <td></td> </tr> </table>		<input type="checkbox"/> Anaheim University Representative	<input type="checkbox"/> Representative of an established religious order	<input type="checkbox"/> Official Testing Center - University/College/Private	<input type="checkbox"/> School Counselor	<input type="checkbox"/> University/College Dean/Professor	<input type="checkbox"/> School Principal/Vice Principal	<input type="checkbox"/> Human Resource Manager	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Librarian	<input type="checkbox"/> Teacher	<input type="checkbox"/> Military Education Services Officer	<input type="checkbox"/> Training Director/Officer	<input type="checkbox"/> Police Officer	
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<input type="checkbox"/> Military Education Services Officer	<input type="checkbox"/> Training Director/Officer														
<input type="checkbox"/> Police Officer															
Proctor cannot be: Anaheim University student, relative, neighbor, friend, spouse, significant other, or anyone with a vested interest in the student's performance on the examination.															
Signature of Proctor	Date <small>(Month/Day/Year)</small>														

Section C. Submit form to Anaheim University.		
E-mail	support@anaheim.edu	
Contact	Anaheim University Office of Admissions 1240 South State College Blvd. #110 Anaheim CA 92806-5150 USA Tel: 800-955-6040 (Toll free) Tel: 714-772-3330 Fax: 714-772-3331	Anaheim University Akio Morita Learning Center Raykay Minami Aoyama Building 5-4-29 Minami Aoyama Minato-ku Tokyo 107-0062 Japan Tel: +81(0)3-3498-1005 Fax: +81(0)3-3498-1006

If you have any questions, please call Anaheim University or email Student Services at support@anaheim.edu.

Please keep a copy for reference

Students First, Always

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