

## Required Proctor Information Form (page 1)

Instructions: This form is required to initiate the proctored final exam request process. Please fill out this form on the second page completely.

Submit the form electronically to Stephen Chang at [schang@unex.berkeley.edu](mailto:schang@unex.berkeley.edu). If you do not have access to a computer, you can also submit it via fax at (510)642-6027 with a cover letter attached.

**Required Proctor Information Form (page 2)**

*Part I: Student Information*

Full Name (first, middle, last):

Address

City

State

Zip

Phone (specify if home, mobile, or office)

E-mail

Course Number, Course Name, EDP

*Part II: Detailed Proctor Information*

Proctor Full Name (first, middle, last)

Position or Title of Proctor

Name of School or Proctoring Site

Address

City

State

Zip

Country (only if not United States)

Proctor's Phone (specify if home, mobile, or office)

Proctor's Fax

Proctor's E-mail

*Part III: Appointment Time*

Date of Exam

Time of Exam