

Proctor Approval Form
M. Macauley
MATH 4120-141
Summer Session I 2016

The completed form must be uploaded to Blackboard by 4:00 pm, Friday May 13, 2016.

1. Name of Student: _____
2. Phone number where you can be reached, if necessary: _____
3. Will you be taking the tests at Clemson? Yes No
 Test dates are Wed. May 25, Wed. June 8, and Fri. June 17.
4. If your answer to Question 3 is 'Yes', then list here the times that you are **NOT** available on the exam dates to take an exam:

If your answer to Question 3 is 'Yes', then:

- You do not need to fill out the rest of this form.
- Scan this page to a pdf document named NAMEinformation.pdf (with your name in place of 'NAME' and questions (1) – (4) completed) and upload at the link labeled 'Completed Proctor Approval Form' in the 'General Course Documents' folder on the Course Blackboard Website.

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5. If your answer to Question 3 is 'No', will you be able to take the tests at a test proctoring facility listed at <http://www.ncta-testing.org/cctc/find.php>? Yes No

6. If your answer to Question 5 is 'Yes', then fill in the following details:

- a) Name of Proctoring Facility: _____
- b) Location of Proctoring Facility: _____
- c) E-mail address for sending exams to proctoring facility (must not be a public e-mail address such as gmail or hotmail): _____
- d) Name of contact person at this facility: _____
- e) Phone number where proctor can be reached on test days: _____
- f) Does this proctoring facility meet requirements (i) – (vi)? Yes No
 - (i) Is open on the test dates (May 25, June 8, and June 17) at a time in which you will be able to take the exams (90 minutes for each unit exam and 180 minutes for the final exam)?
 - (ii) Will receive the tests by e-mail and keep them secure (only the proctor(s) can see) until the tests are given?
 - (iii) Will print the tests with good printing quality?
 - (iv) Will provide a quiet, distraction-free place for the student to take the tests?
 - (v) Will supervise the student during the entire exam. (A maximum of 90 minutes for Test 1, 2, and 3 and maximum of 180 minutes for the Final Exam)

- (vi) Will scan the worked test as a .pdf file, one document per test (not one document per page) and send to macaule@clemson.edu by 9:00 p.m. on the day of the exam?

7. Will you be responsible for any fees associated with using this proctoring facility?
Yes No

Your signature indicates that this information is accurate.

Signature of Student

If your answers to Questions 5, 6f, and 7 are all 'Yes' then:

- You do not need to fill out the rest of this form.
- Scan the first 2 pages to a single pdf document named NAMEinformation.pdf (with your name in place of 'NAME' and questions (1) – (3) and (5) – (7) completed) and upload at the link labeled 'Completed Proctor Approval Form' in the 'General Course Documents' folder on the Course Blackboard Website.

If your answer to Question 3 was 'No' and your answer to any of Questions 5, 6f, or 7 is 'No' then you will need to find another acceptable means for taking the exams in order to complete this course.

The following are examples of those who can serve as proctors:

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|--|---|
| • University/College Testing Center, Private Testing Center | • Learning Center (e.g. Huntington, Kumon, Sylvan) |
| • School Principal or Vice Principal, Full-time School Librarian, Teacher, or School Counselor | • Full-time Faculty member or administrator at an accredited college or university |
| • Head librarian or full time reference librarian of a public library | • Commissioned officer whose rank is higher than the student's or the education officer of the base (for military only) |

The following are examples of unacceptable proctors:

Personal assistant, tutor, neighbor, relative, friend, Clemson University student, or anyone with a conflict of interest. The proctor must have no vested interest in the student's performance on the tests.

8. Why are you unable to take the exam at a proctoring site on the NCTA list?

(Continued on next page)

9. Answer the following, once you have found a proctor:

- a) Location of proctoring site: _____
- b) Name of person who will serve as the proctor: _____
- c) Title of person who will serve as the proctor: _____
- d) E-mail address for sending exams to the proctor: _____
- e) Phone number where proctor can be reached on test days: _____
- f) Does this proctoring site/person meet requirements (i) – (vi)? Yes No
 - (i) Is available on the test dates (May 25, June 8, and June 17) at a time in which you will be able to take the exams (90 minutes for each unit exam and 180 minutes for the final exam)?
 - (ii) Will receive the tests by e-mail and keep them secure (only the proctor(s) can see) until the tests are given?
 - (iii) Will print the tests with good printing quality?
 - (iv) Will provide a quiet, distraction-free place for the student to take the tests?
 - (v) Will supervise the student during the entire exam. (A maximum of 90 minutes for Test 1, 2, and 3 and maximum of 180 minutes for the Final Exam)
 - (vi) Will scan the worked test as a .pdf file, one document per test (not one document per page) and send to macaule@clemsun.edu by 9:00 p.m. on the day of the exam?

10. Will you be responsible for any fees associated with using this proctoring site?

Yes No

For the Proctor: Please verify with your signature that you qualify as a proctor and do not meet any of the unacceptable proctor descriptions.

Signature of Proctor

For the Student: Your signature indicates that this information is accurate.

Signature of Student

Scan all pages of the completed document to a single pdf document named NAMEinformation.pdf (with your name in place of 'NAME') and upload at the link labeled 'Completed Proctor Approval Form' in the 'General Course Documents' folder on the Course Blackboard Website.