

Clemson University Department of Mathematical Sciences

MATH 4340-241 Advanced Engineering Mathematics
Summer Session II 2018

Proctored Test Policy

For All Students: The three exams: two midterms (Wed. July 11, and Wed. July 25), and one Final Exam (Fri. August 3) must be taken either at Clemson or at an approved proctored test facility.

An absence from a test or exam on the date given in the calendar will result in a grade of zero. If you miss a test or exam due to an emergency that would qualify as an excused absence, you must inform me within 24 hours of the scheduled test or exam.

Students will not be permitted to use textbooks, notes, computers, calculators, cell phones, or other technology on any unit test or Final Exam.

All students must download from the course website, fill out, scan and submit to Canvas the 'Proctor Approval Form' by Friday, June 29 at noon.

Once I know who will be taking their tests at Clemson, hopefully we can find a time that will work for everyone. If you intend to take your tests at Clemson, you need to inform me of this by Friday, June 30, with a "Yes" answer for Question 3 on the 'Proctor Approval Form' (filled out, scanned, submitted to Canvas).

All proctors will be instructed to ask for ID, so please bring it with you to the testing. You will be asked for your ID if you test on the Clemson campus also.

For Students Who Will Take Exams Away from Clemson: The National College Testing Association provides a list of colleges and universities by state that offer proctoring services. You may be able to find a proctored test facility in your area using this link:

<http://www.ncta-testing.org/cctc/find.php>

Universities, public libraries, and tutoring facilities may offer this type of service. You are responsible for any costs associated with a remote testing facility.

Exams must be taken on the dates given and must be returned to Dr. Macauley by e-mail from the proctoring facility by 9:00 pm Eastern time. Ninety minutes will be allotted for each test and 180 minutes will be allotted for the Final Exam.

Before submitting the form, you will need to contact the facility and make sure they meet the criteria specified on the form. The completed form must be scanned and submitted on Canvas by Friday, June 29, 2018, noon.

Depending on the test proctoring center, you may need to make specific time appointments in advance.

I will then research and/or contact your proctoring center. I must be able to finalize approval of your proctor by Tuesday, July 4, 2018, noon. Once your proctor site has been approved, I will send e-mail confirmation to you.