

Proctor Approval Form
Dr. Macauley
MATH 4190/6190, Section 141 (online)
Summer Session I 2019

The completed form must be uploaded to Canvas by 5:00 p.m. EST, Friday May 17, 2019.

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 29** **Wed. June 12** **Thus. June 20.**

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 submit it as "HW 0" on Canvas.

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 29, June 12, and June 20) 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. EST 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 submit it as “HW 0” on Canvas.

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:

- University/College Testing Center, Private Testing Center
- School Principal or Vice Principal, Full-time School Librarian, Teacher, or School Counselor
- Head librarian or full time reference librarian of a public library
- Learning Center (e.g. Huntington, Kumon, Sylvan)
- Full-time Faculty member or administrator at an accredited college or university
- 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 29, June 12, and June 20) 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?

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 submit it as "HW 0" on Canvas.