

MATH 4190-141 Discrete Mathematical Structures
Summer Session I 2019

Proctored Test Policy

For All Students: The three exams: two midterms (Wed. May 29, and Wed. June 12), and one Final Exam (Thu. June 20) 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 Midterm test or the Final Exam.

All students must download from the course website, fill out, scan and submit to Canvas the 'Proctor Approval Form' by Friday, May 17 at 5:00 pm.

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, May 17, 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 take the test at Clemson.

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 Midterm 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, May 17, 2019, 5:00 pm.

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, May 21, 2019, 5:00 pm EST. Once your proctor site has been approved, I will send e-mail confirmation to you.