

Proctor Approval Form
Dr. Macauley
MATH 1080, Section 242 (online)
Summer Session II 2022

The completed form must be uploaded to Canvas by 5:00 p.m. EST, Friday July 1, 2022.

1. Name of Student: _____

2. Phone number where you can be reached, if necessary: _____

3. Are you able to find an NCTA approved proctoring facility where you will take exams
(e.g., <http://www.ncta-testing.org/cctc/find.php?>) **Yes** **No**

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 (July 13, July 27, and August 5) at a time in which you will be able to take the exams (90 min for each midterm and 3 hrs for the final)?
- (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. EST on the exam day?

4. Will you plan to take the exam at this proctoring facility, and be responsible for any fees?

Yes

No

Your signature indicates that this information is accurate.

Signature of Student

If your answers to all of the questions above are 'Yes'

- You do not need to fill out the rest of this form.
- Scan the first 2 pages to a single pdf document named NAMEinfo.pdf (with your name in place of 'NAME' and submit it as "HW 0" on Canvas.

If your answer to any of the above questions 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 | • 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.*

(Continued on next page)

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

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@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 NAMEinfo.pdf (with your name in place of 'NAME') and submit it as "HW 0" on Canvas.