

**Proctor Approval Form**  
**Dr. Macauley**  
**MATH 1080, Section 041 (online)**  
**Long Summer Session 2023**

The completed form must be uploaded to Canvas by 5:00 p.m. EST, Friday May 19, 2023.

1. Name of Student: \_\_\_\_\_
2. Phone number where you can be reached, if necessary: \_\_\_\_\_
3. List other courses(s) that you are taking, and scheduled times (or “asynchronous”)
  - a) Summer Session 1: \_\_\_\_\_
  - b) Summer Session 2: \_\_\_\_\_
  - c) Long Summer Session: \_\_\_\_\_
4. Any miscellaneous info or circumstances that I should be aware of?

**OPTION 1: Take 1 or more exam(s) on the Clemson main campus; I’ll proctor.**

(a) Circle exams date(s) on which you would like to take the exam at Clemson:

**none      Thurs. June 8      Thurs. July 6      Thurs. July 27      Fri. August 4**

*If you are not planning on taking any exams in Clemson, you may skip to Page 2 of this form.*

(b) What time(s) are you NOT available to take an exam at Clemson during Summer Session 1?

\_\_\_\_\_

What time(s) are you NOT available to take an exam at Clemson during Summer Session 2?

\_\_\_\_\_

What time(s) are you NOT available to take the final exam at Clemson on Friday August 4?

\_\_\_\_\_

*If you’re taking all 4 exams at Clemson, you may skip to the bottom of Page 2 this form.*

**OPTION 2: Take 1 or more exam(s) at a proctoring facility (including UTEC).**

Are you able to find an official proctoring facility where you will take exams:   **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 (June 8, July 6, July 27, August 4) 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@clemsun.edu](mailto:macaule@clemsun.edu) by 9:00 p.m. EST on the exam day?

g) Will you be responsible for any fees for using this proctoring facility           **Yes**           **No**

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Your signature indicates that this information is accurate.

\_\_\_\_\_  
Signature of Student