

MATH 4340-241 Advanced Engineering Mathematics
Summer Session II, 2023

Proctored Test Policy

For All Students: The three exams: two midterms (Wed. July 12, and Wed. July 26), and one Final Exam (Fri. Aug 4) must be taken at Clemson, OR at an approved proctored test facility.

All students must download from the course website, fill out, and submit to Canvas the ‘Proctor Approval Form’ by Monday, July 3 at 5:00 pm.

I will proctor exams taken on the Clemson main campus at a time that works for everyone. If you plan to take one or more exams at Clemson, indicate this on the *Proctor Approval Form*.

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. Keep in mind that I drop your lowest midterm or half of the final exam’s weight, so you can potentially miss a midterm without it adversely affecting you.

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

All proctors will be instructed to ask for ID, so please bring it with you to the testing.

For Students Who Will Take Exams Away from Clemson: Exams *must* be taken at an official Test Proctoring Center with a “web presense” that I can independently verify. Every state has dozens of these, and Google is the best way to find them. Many of them are at universities, community colleges, public libraries, tutoring facilities, and testing centers (e.g., for the SAT, GRE, MCAT, LSAT).

Examples of testing centers in SC that students have used before include Greenville Tech, Trident Tech, Coastal Caolina, Francis Marion, York Tech, Midlands Tech, Bob Jones, Tech College Lowcountry, and Winthrop.

Exams must be taken on the dates given and must be returned to Dr. Macauley by e-mail from the proctoring facility by 9:00pm Eastern time. 90 minutes will be allotted for each Midterm and 180 minutes will be allotted for the Final Exam.

Just because you find infomation online about a center does not means it’s up-to-date or accurate. There are webpages and pdfs with lists of proctoring centers and contact info that are 5+ years old but come up frequently on Google. Some of these now have different staff members with different email addresses, or may even be defunct.

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 Monday, July 3, 2023, 5:00 pm.

Depending on the test proctoring center, you may need to make specific time appointments in advance. Make sure they are open on all three exam days – it has happened that certain centers are closed for “work days”, on Fridays, or other unexpected days.

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