

Proctor Approval Form
Dr. Macauley
MATH 1080, Section 041 (online)
Long Summer Session 2024

The completed form must be uploaded to Canvas by 5:00 p.m. EST, Friday May 17, 2024.

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 6 Mon. July 8 Thurs. July 25 Fri. August 2

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 6, July 8, July 25, August 2) 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 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**

Your signature indicates that this information is accurate.

Signature of Student