



General Information for Proctors Continuing & Distance Education

Please email this form to [Bernadette MacGillivray](mailto:Bernadette.MacGillivray@stfx.ca)
Tel: 1-902-867-2372 Email: continuinged@stfx.ca

CRITERIA:

The proctor must be a professional who is affiliated with a post-secondary educational institution or organization (i.e., college or university). The proctor must not be related to the student. **All exams must be administered in an educational institution. It is forbidden for exams to be written in a private home or other dwelling.**

EXAM PROCTORING INSTRUCTIONS:

Proctors are responsible for arranging a suitable location to hold the exam and for receiving, supervising and returning student examinations (in the envelope provided) to the Continuing & Distance Education Program Office. Students are responsible for all invigilation fees if applicable. **Students are not permitted to return the exam package under any circumstances.**

Academic integrity and university policy require that proctors provide **constant direct supervision** during midterm/final exams, unless the student is writing a **paper-based exam alone**, in which case intermittent supervision is required. In addition, the following conditions apply to all examinations:

PROCTORS MUST ENSURE:

1. Students must leave all related course materials outside the exam room, or place in a separate area of the exam room so as not to have access to these materials at any point during the examination. **Please ask the student(s) to leave coats, books, briefcases, any electronic devices, cell phones, etc. outside in a secure area away from the writing area.**
2. Students must be adequately seated so that sufficient space is left between students to prevent any possibility of information exchange, either overtly or covertly.
3. *If the exam is an online exam, a computer with an internet upload speed of 1.0 Mbps and with Google Chrome installed on it is available to the student. To check your upload speed, you may consider using speedtest.net. You may download Google Chrome from google.com/chrome.*
4. **All exam materials** are to be collected including any **SCRAP PAPER USED FOR NOTE TAKING** and returned to the Program Office on the next business day after the exam(s) has (have) been written, unless alternate arrangements have been made with the Program Office. In the event the student does not write, please return the entire examination package to the Program Office.
5. **EXAMINATIONS ARE NOT TO BE PHOTOCOPIED UNDER ANY CIRCUMSTANCE.**
6. **It is forbidden to permit students to view any part of the examination prior to writing the exam.**
7. If the student has forgotten their ID number, they can either (a) call the Program office to obtain this information (1-800-565-4371), or (b) return the exam bearing their name and a staff member in the Program Office will enter their ID number on the exam.



Proctor Information Form

Continuing & Distance Education

StFX University, P.O. Box 5000, Antigonish, Nova Scotia Canada, B2G 2W5

Email: continuinged@stfx.ca

Student Name: _____

Student ID#: _____

Course Code: _____ [e.g., ENGL 100.66]

Proctor's Name: _____

Position/Title: _____

*This exam requires access to a computer with internet** Yes No

**If yes, please ensure that the computer has an internet upload speed of 1.0 Mbps (speedtest.net) and that Google Chrome is installed on it (google.com/chrome).*

*I have read and agree to abide by the conditions specified in the **General Information for Proctors** sheet, and I confirm that I am not related in any way to the student.*

Proctor Signature: _____ Date: _____

Delivery Address: For courier delivery, provide **complete address details** for your institution.

Institution Name: _____ Dept: _____

Street Address: _____

City / Province
/ Postal Code: _____

Contact Information: Tel: (W) _____ (Other): _____

Proctor Work Email: _____

****Please indicate if this is a permanent or temporary proctor assignment:**

Permanent

Temporary (specify exam and date): _____

NOTE: The student is responsible for notifying the Program Office of any change in proctor information **at least two weeks** prior to the exam date. Students who fail to do so will not receive an examination.