



General Information for Proctors Continuing & Distance Education

Please email this form to **Bernadette MacGillivray**:
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. The proctor must be someone who has neither a past nor present personal relationship with the student (e.g., family member, spouse, partner, relative, friend, colleague, supervisor, or subordinate). **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. **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.*
4. **EXAMINATIONS ARE NOT TO BE PHOTOCOPIED UNDER ANY CIRCUMSTANCE.**
5. **It is forbidden to permit students to view any part of the examination prior to writing the exam.**
6. 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: _____

*I have read and agree to abide by the conditions specified in the **General Information for Proctors** sheet, and I confirm that I have neither a past nor present personal relationship with 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 do **not** provide a personal email (e.g., Gmail, Hotmail, Yahoo, etc.).

****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.