

PROCTORED EXAM: INSTRUCTIONS FOR PROCTOR

1. The allotted time for the Final Exam is 2 hours.
2. Please verify the student's identity to your satisfaction with identification bearing the name and picture of the student (such as driver's license). The student should be under your supervision during the entire exam.
3. Do not give the exam to students for self-administration or mailing; doing so will result in the student failing the course.
4. Please note the exam window and do not administer until or after the dates specified above.
5. Copying questions and making notes from the final examination is prohibited.
6. If scratch paper has been provided in the examination packet and upon completion of the exam it must be collected, and included in the return envelop by the Proctor.
7. Examination questions shall **NOT** be reviewed with students before, after or during the exam by the test proctor.
8. Please sign the Verification of Exam form that contains the statement certifying that you supervised the examination.

Proctor Verification Form

This form is to be completed and signed by the student and the proctor and returned to Tuskegee University to validate the examination.

Student's Name: _____

Type of Photo ID: _____ ID# _____

Course Name and #: _____

Student Statement of Verification

I hereby verify that I have independently completed this examination under the supervision of my designated Proctor. I did not have access to any books, notes or other materials unless specifically noted in the directions of the examination.

Student's Name (please print): _____

Student's Signature: _____ Today's Date: _____

Proctor Statement of Verification

I hereby verify that I personally supervised the administration of this particular examination. The above named student has completed the examination following all regulations as outlined below. I am returning this form, the exam, and all testing materials including all used scratch paper to the address noted below.

Please initial all that apply:

_____ I personally supervised the administration of the exam.

_____ I verified the student's identity with a photo ID.

_____ The student did not view the exam prior to taking it.

_____ The student did not copy any part of the exam or take any notes with him/her.

_____ The student did not use any resources, unless indicated by the directions of the exam.

_____ I have no conflict of interest in administering this exam to this student (for example, the student is not a family member, roommate, spouse, employee, etc.)

Proctor Name (please print): _____

Proctor Signature: _____ Date: _____

Please return test, answer sheet (s) to:
Dr. Elaine Bromfield
Tuskegee University
111 Campbell Hall
Tuskegee, AL 36088