

PROPOSED PROCTOR APPROVAL REQUEST

Student must provide this form signed by the proctor and send it to Associate Dean for approval.
(The form can be delivered via fax or as email attachment)

A proctor is the person responsible for administering your exam. All proctors and test-taking locations must be pre-approved by an Associate Dean. Neighbors, friends, family members, workplace supervisors, and ministers may not proctor exams. The proctor selection is based on his/her availability, reliability, and impartiality. The exam is emailed directly to the proctor.

Student must present a valid picture ID to the proctor when taking the exam.

TO BE COMPLETED BY THE STUDENT: Please type or print CLEARLY.

Instructor's Name:	Instructor's Email Address:
Course Number:	Academic Year and Quarter:
Your name:	Your student Number:
Associate Dean's name and Postal Mailing Address:	
Proposed exam site:	

TO BE COMPLETED BY THE PROPOSED PROCTOR

Please enclose a business card or business stationery to complete our verification process, and mail this request to the Associate Dean at the address above.

Proposed Proctor's Name:	Proctor's Email Address:
Proctor's Phone Number:	
<p>Attention: Signing below confirms that you are accepting to proctor for the above student and have read the Proctoring Rules on the reverse side of this form (or at the http://www.vsm.sk/en/faculty/scholastic-honesty/ and http://www.vsm.sk/en/students/scholastic-honesty/policies-and-procedures/), accept the proctoring responsibility and will abide by these rules.</p>	
Proctor's Signature and Date:	

TO BE COMPLETED BY THE ASSOCIATE DEAN

The proctor you proposed above is: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Dean's Signature and date:

Rules for Proctoring Exams

Approved by the Dean of Academic Affairs for Central Europe and Dean of Academic Affairs for South-eastern Europe (revised March, 2009)

Proctoring during examinations must ensure fair testing and academic honesty. Regarding any breach of Scholastic Honesty policy refer to <http://www.vsm.sk/en/faculty/scholastic-honesty/> and <http://www.vsm.sk/en/students/scholastic-honesty/policies-and-procedures/>. Unless the Dean, or an Associate Dean, makes a specific exception, the following rules will apply:

1. The instructor whose exam is being proctored and the proctor MUST communicate directly with one another before the exam is given. This communication can be via email. Through this communication, the instructor must determine that:
 - a) the proctor is fully qualified and responsible, approved by an associate dean* (see below)
 - b) the proctor has a copy of these rules
 - c) specific instructions relating to the particular exam are clear.
2. The instructor will transmit the exam directly to the proctor. The exam can be attached to an email message and be printed by the proctor, or hard copies can be delivered in a way that is known to be secure. The exams must be returned to the instructor using a prearranged, agreed-upon, secure procedure that does not have any student assistance.
3. The exam must be given on the day and during the time period specified by the instructor. Students must be aware of the time schedule and follow it.
4. All exams are closed book and closed notes unless the instructor makes a specific exception.
5. The proctor must verify the student's identity by checking his/her ID card.
6. Students are to be seated for maximum separation (depending on space availability); move desks to achieve this. If different exams are given simultaneously in the same room, seat students next to or between students taking the alternate exam. Students must place book-bags, coats, and other personal property in the rear or some other appropriate area of the room.
7. Student desks must be clear of all materials except writing and drawing instruments and calculators. Calculators will not be shared. Cell phones will not be used as calculators. Cell phones and other electronic devices will be turned OFF and put with personal property away from the exam area.
8. All paper on which the exam is written, and all scratch paper, will be provided with the examination or by the proctor, and will be turned in with the exam.
9. Exam papers will not be distributed to students unless all of the above conditions have been met and there is no student talking in the room.
10. The proctor (or a temporary relief person) must be in the exam room during the entire exam period. Student restroom breaks are not allowed except in unusual circumstances, which will be reported in writing by the proctor.
11. There will be no talking among students during the exam.
12. If the proctor observes any student conversation, or possible copying from the work of another student, or any other violation of these rules, the proctor will make a note of that for the instructor. If the proctor sees anything that looks like a 'cheat sheet,' it will be immediately confiscated for submission to the instructor. After such notations and actions, the student(s) may continue taking the exam.

* A Proposed Proctor Approval Request form, signed and approved for the current academic quarter, is required for all proctoring situations. The form is available on the <http://www.vsm.sk/en/services-for-students/download-center/>