

# Department of Mathematical Sciences

## Distant Education Proctor Instruction Form

Revised 8/19/2010

This form must accompany any and all proctored assessments

### **To Be Filled Out by Instructor:**

#### Student Information:

Name: \_\_\_\_\_ Course/Section: \_\_\_\_\_ Term: \_\_\_\_\_

#### Instructor Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Proctor Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Exam Information and Instructions:**

Send Completed Exam and Form to: \_\_\_\_\_ by: \_\_\_\_\_

Exam: \_\_\_\_\_ Location of Exam: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Time Allowed: \_\_\_\_\_

Format of Exam (check all that apply):  Closed book  Closed Notes  Open Book  Open Notes

Independent  Collaborative (if checked, list names of helpers \_\_\_\_\_ )

Formula Sheet (check one):  Allowed  Provided  Not Allowed

Dictionary or other Material:  Allowed  Not Allowed (if allowed, type \_\_\_\_\_ )

Scratch Paper (check one):  Allowed  Not Allowed (if allowed, it must be faxed with exam)

Calculator (check one):  Allowed  Not Allowed (if allowed, type \_\_\_\_\_ )

Cell Phone (check one):  Allowed  Not Allowed

PDA or other Electronic Device:  Allowed  Not Allowed (if allowed, type \_\_\_\_\_ )

### **To Be Filled Out by Proctor:**

We extend our thanks and appreciation for your cooperation in taking the time to supervise this examination. If you encounter any problems, please contact the UNLV Math Dept. (702) 895-3567.

- FAX the completed exam, scratch paper (if any) and this completed sheet with your signature to contact noted above. Exams may not be returned via US Mail.
- Retain all copies of the exams should until confirmation of the instructor. You will be notified when the exam has been received. At that time, ALL exams must be destroyed. Proctors should NOT keep a file of exams or allow student to retain a copy of the exam!

#### Please Read and Initial:

\_\_\_\_\_ I viewed a government issued photo identification of the student before the exam was given (may be a valid driver's license, military id, or passport). Type: \_\_\_\_\_

\_\_\_\_\_ The student followed all "Exam Instructions" as indicated above. If no, please explain \_\_\_\_\_

\_\_\_\_\_ I was in the room with the student and observed them during the **entire** exam. If no, please explain \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_