



Proctor Information Form

Distance Nursing Programs

StFX University, P.O. Box 5000, Antigonish, Nova Scotia Canada B2G 2W5
Tel: 1-800-565-4371 Fax: (902) 867-5154 E-mail: Distance.Nursing@stfx.ca

Student Name: _____

Student ID#: _____

Proctor's Name: _____

Position/Title: _____

Credentials: _____

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

Signature: _____

Delivery Address: **Please provide name and street address of your institution for Courier delivery.**

NAME OF INSTITUTION: _____ **Dept:** _____

Street Address: _____ **-or- PO Box:** _____

City/Province/Code: _____

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

Fax: _____ E-mail: _____

****Please indicate if this is a permanent or temporary proctor?**

permanent **temporary - please 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.



General Information for Proctors Distance Nursing Programs

CRITERIA:

Proctors must be in an administrative position and be affiliated with an institution or organization (i.e., college, university, hospital or other health care organization). Person may not be a family relative of the student. **All exams must be administered in a health or educational institution. It is strictly 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 Distance Nursing Program Office. **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 alone. In the case of a student writing alone, intermittent supervision is required. 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 strictly 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 (1-800-588-2246 or 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.