

Proctoring Procedures

STUDENT AGREES TO THESE PROCEDURES:

1. I will complete, sign, and return the Proctoring Agreement form by the deadline provided by the RAQA staff.
2. I agree to take the exam on the designated exam date. If a documented emergency prevents me from doing so, I agree to take a make-up exam within 48 hours and pay a make-up exam fee. If I do not take the make-up exam within a week, I understand the grade for the exam is an automatic 0.
3. I will identify an acceptable proctor and pay any applicable fees. Acceptable proctors are testing site professional (Sylvan Learning, Huntingdon Learning Center, etc.), library proctors (usually free of charge), or university professors. No friends, colleagues, relatives, subordinates at work, or current RAQA students may be used. The RAQA Office also provides free proctoring at Temple University's Fort Washington Campus.
4. I will select an acceptable test location. Acceptable testing places are a library, professional testing site, a college campus, or a corporate work office (not a residence or home office).
5. I will show photo ID at the start of the exam and observe appropriate conduct through the test.
6. During the exam, I will observe appropriate test procedures, which includes staying in the room. **Unless otherwise specified by written instructions on the exam, I will not** use books or notes; a cell phone; pagers or electronic devices; access the Internet; or contact anyone.
7. I will abide by Temple University's code of academic honesty. Submitting false information on this form or not following RAQA policies for proctored tests constitutes academic dishonesty and is subject to disciplinary action. See: www.temple.edu/pharmacy_qara/plagiarism.htm
8. I will not discuss any content or aspect of the exam with students or work colleagues either verbally or through electronic means (email, Twitter, Facebook, pagers, etc.) before and after the exam.

I understand that any student without a signed Proctoring Agreement will not be evaluated for the exam and will receive a grade of zero.

Student Name: (print) _____ Date: _____

Student Phone No: _____

Student Email: _____

Student Signature: _____

Course Title and Semester: _____

Course Instructor: _____

This page must be submitted with the Registration Form for Online Courses. Sorry, but we cannot process your Adobe Connect registration without this Proctoring Process Form.