University of Illinois
NetMath Proctor Guidelines

This form is to signify you have been approved to proctor exams for:
The proctor function may not be delegated to another office or professional person without
prior approval from NetMath
We appreciate your willingness to be of service to our program and our student.
Please adhere to the following procedures when administering tests:

ANY VIOLATIONS OF THESE POLICIES WILL RESULT IN A GRADE OF 0% ON THE EXAM(S)
WITH NO OPPORTUNITY FOR THE STUDENT TO RETAKE.

NetMath courses are self-paced and there are no set dates for exams. However, students
must complete their exams either on or before their end course dates. Our courses are
either 4 or 9 months in length.

1. If you do not personally know the student, please verify his/her identity via
   an official photo identification card
2. The exams are to remain under seal until the scheduled time for each exam.
   The student will arrange a time with you to take the exam.
3. The exams must be conducted at the proctor's institutional address, in
   accordance with the principles generally understood to be necessary for the
   convenience and comfort of the student taking an examination for the
   duration of an uninterrupted time period.
4. The student should not be left alone while taking the exams
5. Check the first page of the actual exam for allowable materials during the
   exam.
   a. Apart from ordinary writing materials, the student must not have
      access to any instruments other than what is specified
6. The student is allowed an uninterrupted period to complete the examination.
   The time periods are as follows:
   a. Exams 1 & 2 are allowed 90 minutes
   b. Final exams are allowed 3 hours
   c. Mastery exams are allowed 60 minutes
7. Immediately upon completion of each exam, please do the following:
   a. Collect the exam and complete the Proctor's Certification Sheet (cover
      page).
   b. Verify the student has printed and signed their name on the cover
      page.
8. Exams may be scanned and emailed to exams@netmath.illinois.edu
   a. To maintain confidentiality, do NOT include any other email addresses
      when sending scanned exams.
   b. Original exams MUST still be returned to the NetMath Office
9. Place the exam in the envelope provided by the student
   a. Students are responsible for providing envelopes and covering
      postage to have their exams returned to the NetMath Office
10. Seal the envelope, sign across the seal, and place the exam in the mail as soon
    as possible.

Please return ALL exams to:
NetMath Program – University of Illinois
912 South 5th Street, Champaign, IL 61820