

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