University of Illinois

NetMath Proctor Guidelines

Important: The proctor function may not be delegated to another office, officer, or professional person without prior approval from NetMath.

This form is to signify that you have been approved to proctor exams for ____________________________________. We appreciate your willingness to be of service to this student and to our program. Please adhere to the following procedures when administering tests: (Note that all exams will be sent to the proctor’s institutional address. Exams must be administered at the proctor’s institutional address. Please verify/update for accurate address information.)

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

1. If you do not personally know the student, please verify his/her identity. Ask to see a driver’s license or picture identification card.
2. The exams are to remain under seal until the time appointed for each exam. The student will arrange a time with you to take each exam. NetMath courses are open enrollment and are self-paced. The terms of the courses are 4, 6, or 9 months, depending on the course. All exams must be taken on or before the student’s end course date.
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 during an uninterrupted time period.
4. The student should not be left alone while he/she is writing the exam.
5. Please check the first page of the exam to see what materials are permitted for use during the test. Apart from ordinary writing materials, the student must not have access to any books, notes, reference materials, or instruments other than what is specified on the exams.
6. The student is allowed an uninterrupted period to complete the examination. The specific time periods are as follows: Exams 1 & 2, 90 minutes, Final Exam, 3 hours.
   a. For those courses that have a Mastery exam, students are allowed an uninterrupted 60 minutes to complete the examination.
7. Immediately upon completion of each exam, you should do the following:
   a. Confirm that the student has both printed and signed her/his name on the first page of the exam and the Proctor’s Certification Sheet;
   b. Collect the exam from the student and place it in the postage-paid envelope provided by the student;
   c. Complete the Proctor’s Certification Sheet, enclose it in the envelope, and
   d. Seal the envelope, sign across the seal, and mail it as soon as possible. (Use the attached mailing labels when returning each completed exam.)
8. For 8-week Summer Semester courses, the proctor must scan and return completed exams to exams@netmath.illinois.edu in addition to sending hard copy via the postal service.