University of Illinois
NetMath Proctor Guidelines

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 the final exam:

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

Final Exams CANNOT be taken after August 3rd and may be taken no earlier than July 31st.

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 the 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 exam.
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.
   o **The time period for final exams are 3 hours**
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 should be mailed to 912 S 5th Street, Champaign, IL 61820
   a. The exam cannot be emailed, it **MUST** be sent by expedited shipping (i.e. Priority, Express Mail, 2-day shipping, etc.)
      i. Grade reporting deadlines require that exams be returned as soon as possible.
9. Place the exam in the envelope provided by the student
   a. Students are responsible for providing envelopes and covering postage to have their exam 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