



Proctored Exam: Instructions for Proctors

Instructors: Please complete the following information.

A. Course Information	
Instructor Name:	Course Name/Number:
Semester and Year:	Contact Phone Number:

B. Instructions for Proctors	
How much time does the student have to complete the exam?	
Are students allowed to use books during the exam?	Yes No
Are students allowed to use notes during the exam?	Yes No
If "yes" please explain fully:	
Are students allowed to use scrap paper during the exam? Yes No	
What is the exam window (dates) for students to take the exam?	
For online tests:	
1. Go http://eac.webstudy.com/	
2. Student should login as they normally would.	

C. Additional Instructions for Proctors	
1. Please verify the student's identity to your satisfaction with identification bearing the name and picture of the student (such as driver's license or current student ID). The student should be under your supervision during the entire exam.	
2. Do not give the exam to students for self-administration or mailing; doing so will result in the student failing the course.	
3. Please note the exam window and do not administer until or after the dates specified above.	
4. If scratch paper is permitted, it must be furnished by the proctor, collected, and destroyed by the proctor.	
5. Do not permit the student to refer to books or notes, or use a calculator, during the test unless otherwise specified in the information above.	
6. Please sign the Verification of Exam form that contains the statement certifying that you supervised the examination. It is extremely important that exams or login information not be left out at any time before or after the test is taken.	



Proctor Verification Form

This form is to be completed and signed by the student and the proctor and returned to Eastern Arizona College to validate the examination.

Student's Name: _____ EAC ID #: _____

Course Name: _____ Type of Photo ID: _____

Student Statement of Verification

I hereby verify that I have independently completed this examination under the supervision of my designated proctor. I did not have access to any books, notes or other materials unless specifically noted in the directions for the examination.

Student's Name (please print): _____

Student's Signature: _____ Today's date: _____

Proctor Statement of Verification

I hereby verify that I personally supervised the administration of this particular examination. The above named student has completed the examination following all regulations as outlined below. FOR PAPER/PENCIL TESTS: I am returning this form, the exam, and all testing materials, including all used scratch paper to the address noted below. Please initial all that apply:

- ___ I personally supervised the administration of the exam.
- ___ I verified the student's identity with a photo ID.
- ___ The student did not view the exam prior to taking it.
- ___ The student did not use any resources, unless indicated by the directions of the exam.
- ___ The student did not copy any part of the exam or take any notes with him/her.
- ___ I have no conflict of interest in administering this exam to this student (for example, the student is not a family member, roommate, spouse, employee, etc.).

Proctor Name (please print): _____

Proctor Signature: _____ Date: _____

FOR PAPER/PENCIL TESTS: Please return test, answer sheet(s) to:
[Instructor Name]
Eastern Arizona College
615 N. Stadium Ave.
Thatcher, AZ 85552