As a student in the MSIT program, you may be required to take a proctored exam at some point in our online courses. You will be expected to complete and return this form at least two weeks prior to the exam date. Proctored exams can be completed by one of these options:

1. Come to our Pittsburgh campus to take the examination, or
2. Identify your own Exam Proctor who will administer the exam at your location.

For students taking their exam on campus, we will provide a proctor and testing room for you in coordination with your instructor. Students who are not close to campus may find an Exam Proctor that is located near them. The Exam Proctor must be someone who will uphold academic integrity in administering the exam on our behalf. Duties entail receiving a paper exam, securing it until the designated exam period, verifying the student’s identity, monitoring the time and materials allowed for the exam, and returning the completed exam to us promptly. Acceptable proctors include, but are not limited to, faculty or program administrator at your local university, a college testing center, librarian, and limited work-related persons, such as a supervisor, education office or human resources representative. A co-worker, subordinate, fellow student, family member or friend is not an acceptable proctor. The MSIT program reserves the right to verify your proctor’s identity and/or require a different proctor. Third party proctors may charge fees for their services, on average $10-$15 per hour of exam time. Students are responsible for paying those fees.

TO BE COMPLETED BY STUDENT:

Student’s Name: ___________________________ Last (family) name    First (given) name    Middle name/initial

Student’s Andrew ID: ___________________________ Daytime Phone: ___________________________

Email: ___________________________

Course # and Title: ___________________________

Instructor: ___________________________

Exam Date: ___________________________ Exam Time: ___________________________

Check One: _____ I am naming a specific proctor. (Complete Proctor section below.)

_____ I will come to the Pittsburgh campus. (Do not complete Proctor section below.)

STUDENT Signature: ___________________________ Date: __________

TO BE COMPLETED BY PROCTOR:

Proctor’s Name: ___________________________ Work Phone: ___________________________

Title: ___________________________ Relationship to Student: ___________________________

Company: ___________________________ Email: ___________________________

Mailing Address: ___________________________

PROCTOR Signature: ___________________________ Date: __________