

## DISTANCE COURSE - EXAM PROCTOR FORM

As a student in the MSIT program, you may be required to take a proctored exam in our online courses at some point. 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. Distance students who are not close to campus may choose 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.*

**RETURN COMPLETED FORM TO:**

Roberta Serbin  
Carnegie Mellon University  
5000 Forbes Ave, HBH 1104  
Pittsburgh, PA 15213  
FAX: 412-268-8291  
PHONE: 412-268-4840  
EMAIL: rserbin@andrew.cmu.edu

**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: \_\_\_\_\_