

Canadian School of Finance & Management

Proctor Form

This form will be photocopied. Please type or print on block capitals using a black pen.

Tick boxes ☐ as appropriate

Distance Education Program

Individual Format - Proctor Agreement

What is an Exam Proctor?

From time to time, instructors will require exams to be proctored. In this instance the student will need to download the Proctor Notification form informing the instructor of their exam location, proctor name and other pertinent information. Each submission is confirmed and verified. Extended School guidelines state that exam proctors must be either:

- College/university instructors
- College testing centers
- Training Directors
- Personnel Managers
- Supervisors, or
- Public officials such as librarians
- Friends or relatives are not acceptable and exams cannot be sent to PO Boxes.
- This form is required for those students signed up on the individual format for each term.
- If you are using an existing site for proctoring, only the top four lines need to be completed.

1. PERSONAL DETAILS
Title <input type="checkbox"/> <i>Dr</i> <input type="checkbox"/> <i>Mr</i> <input type="checkbox"/> <i>Mrs</i> <input type="checkbox"/> <i>Miss</i> <input type="checkbox"/> <i>Ms</i> <input type="checkbox"/> <i>Other please specify</i>
Forenames
Family name
Student ID
Course
Term
<p>I agree to serve as proctor for examination to be administered to the individual whose name and Student Identification Number appears above, or for all students whose names are on the attached list. (<u>Please type or print all information</u>).</p>
We are an existing site: Yes <input type="checkbox"/> No <input type="checkbox"/>

2. PROTOR DETAILS
Title <input type="checkbox"/> <i>Dr</i> <input type="checkbox"/> <i>Mr</i> <input type="checkbox"/> <i>Mrs</i> <input type="checkbox"/> <i>Miss</i> <input type="checkbox"/> <i>Ms</i> <input type="checkbox"/> <i>Other please specify</i>
Proctor Name
Title
Company
Business address
City
State/Province
Zip/Postal Code
Country
Fax
Email

3. RELATIONSHIP TO STUDENT: