

EXAMINATION PROCTORING PROCEDURE FOR GRADUATE/UNDERGRADUATE CREDIT COURSES

Name: _____ Student ID: _____

Please check one: Undergraduate Student Graduate Student

The Final Examination for each credit course and all Comprehensive Examinations must be proctored. The proctor will administer and return the examination.

You are asked to provide the name, address, telephone number, and e-mail address of the person who is willing to serve as proctor. Examples of appropriate proctors include college professors, librarians, schoolteachers, priests, sisters, directors of religious education at your parish, doctors, homemakers, etc. Family members and friends are excluded from serving as proctors.

The examination will be sent to this proctor via email. It is up to you to make arrangements with your proctor for taking the examination. ***You are responsible for notifying the respective Registrar of any proctor change.***

- **For Undergraduate Courses:** This proctor form should be submitted to the **UNDERGRADUATE REGISTRAR** at kwooddell@cdu.edu for each undergraduate course.
- **For Graduate Courses:** This proctor form should be submitted for your first graduate course. The registrar will assume that you will be using the same proctor throughout your course of study unless notified otherwise. Please submit this form to the **GRADUATE REGISTRAR** at gradregistrar@cdu.edu .

Proctor Name _____

Title/Position _____

E-mail Address _____

Telephone _____

- I have spoken with the proctor and he/she is willing to proctor my exam(s) per the CDU guidelines. My proctor has agreed to receive the final exam.

Signed _____ Date _____
Student