

# Proctor Form for Semester Exams

Semester exams are not the sole determiner of student achievement; however, students are required to take these exams to be eligible for course credit. To maintain the academic integrity of the student's work in his/her course, all semester exams must be proctored by an adult that is selected by the enrolling school and/or parent.

## Students will:

- Submit this completed form into the assignment dropbox for each of his/her courses.
- Submit all assignments before taking the semester exam.
- Notify his/her instructor(s) at least **two weeks** before they are ready to take the semester exam so that the password can be sent to the proctor identified on this form.
- Abide by the Academic Integrity policy while taking his/her semester exam.

## Proctors will:

- Verify the identity of the student taking the semester exam and arrange for a distraction free environment.
- Receive the password directly from the instructor of the course.
- Not assist the student in any way to answer the questions on his/her exam.
- Ensure instructions for the exam are followed and only approved materials are utilized during the exam.
- Contact [support@sevenstar.org](mailto:support@sevenstar.org) for technical issues during the exam (including exam password issues).

Student and Proctor Information	
<b>Student Name</b>	
<b>Proctor Name</b> <i>Relationship to student</i>	
<b>Proctor Email</b>	

## Select only one:

The proctor is the student's parent, or the parent has approved this person to be the proctor.

\_\_\_\_\_

**Parent Name (printed clearly)**

\_\_\_\_\_

**Signature and Date**

The proctor is a school administrator, or has been assigned by the online coordinator:

\_\_\_\_\_

**Coordinator Name (printed clearly)**

\_\_\_\_\_

**Signature and Date**