

## CS 159 – Distance Education Offering – Summer 2014

The attached proctor request form must be completed, signed, and returned before an exam proctor can be approved. Exams cannot be taken without prior approval of a selected proctor. All proctor requests should be submitted prior to the start of the second week of classes (June 23, 2014).

All students will be able to make use of their computer, reference their notes, and may access code they have previously developed. The exam will be offered on Blackboard Learn and will require an Internet connection.

### Proctor Selection Process

- Students able to visit the West Lafayette campus will be proctored by the staff of the course.
  - **There is no requirement to complete or submit the attached form.** Contact William Crum at [wcrum@cs.purdue.edu](mailto:wcrum@cs.purdue.edu) from your Purdue e-mail account to state that you will be taking the exam on the West Lafayette campus.
- Students unable to visit to the West Lafayette campus must identify a proctor.
  - Qualifications for an individual serving as a proctor are as follows:
    - Hold a professional or supervisory position of employment, possess a college/university degree, and be willing to sign a certificate of compliance for each exam.
    - A proctor may not be related to the student in any way, may not live in the same residence, and may not be a close neighbor or friend.
  - Proctoring services are commonly available at local colleges, libraries, and testing centers. The student is responsible for all expenses associated with arranging such a service as a proctor.
  - The student and proctor must procure a site appropriate for testing. Exams are not to be administered in a home unless given a special exception due to special needs.
  - Complete the attached form and return it to William Crum in one of the following ways:
    - Scan and e-mail from your Purdue e-mail account to: [wcrum@cs.purdue.edu](mailto:wcrum@cs.purdue.edu).
    - Fax to: 765-494-0739 and include a cover page specifying the recipient as William Crum.
    - Mail to: William Crum, Computer Science, 305 N. University St., West Lafayette, IN 47907.

**The instructor will have final approval of proctor selection.**

**To:** Potential Proctors for CS 159 Students, Summer 2014

**Subject:** Exam Proctor Application and Responsibilities

**Date:** April 21, 2014

Thank you for your willingness to serve as exam proctor for my student! All material for the exam is available on the Internet through our course management system (Blackboard). The student will know how to access this site and may utilize their own computer if they desire.

What is required of you, the proctor, is verification that the student taking the exam is who he/she claims to be and that the student is working alone.

The student may reference their course materials for the exam. This may include their text, their notes, and any code the student has previously developed. There is no need to monitor the student's time, the features of the course management software will stop the exam at time limit.

Instructions specific to each exam will be e-mailed to the student prior to the exam.

Feel free to contact me with any concerns you may have!

A handwritten signature in purple ink, appearing to read "W. N. Crum".

William N. Crum  
Continuing Lecturer  
Department of Computer Science  
[wcrum@cs.purdue.edu](mailto:wcrum@cs.purdue.edu)

# Proctor Approval Application

Course: CS 159 – Programming Applications for Engineers, Summer 2014

**Student Name:**

**Purdue Student ID Number:**

## Proctor Information

**Name:**

**Home Address:**

**Title, position, or rank:**

**Employer:**

**Work Phone Number:**

**Highest degree earned from an accredited college/university:**

**Name of college/university:**

**Home Phone Number:**

**Professional E-mail Address:**

**How are you acquainted with the student?**

**Where will the exam be administered?**

I have read and agree to follow the guidelines listed in this document. I agree to comply fully with examination instructions and proctoring guidelines. I find the policies, procedures, instructions, and arrangements agreeable.

**Student's Signature:**

**Proctor's Signature:**