Saint Leo University

Proctor Request Guidelines for Comprehensive Exams

As a student at Saint Leo University, it is your responsibility to select a proctor who meets the following requirements:

- Must be at least 18 years of age
- Must NOT be related to you in any way
- Must be someone who agrees to provide the information requested on the Proctor Agreement Form, administer the test in accordance with the University Honor Code, and be in accordance with the administrator’s test manual for each comprehensive exam.

The Proctor Agreement Form MUST be mailed, faxed, or emailed to: (before the access codes for the on-line comprehensive exam will be sent)

Saint Leo University
ATTN: Zachary Stoffers
12203 Wichers Road
Saint Leo, FL 33574
Email to zachary.stoffers@saintleo.edu
Fax to (352) 588-8196
SAINT LEO UNIVERSITY PROCTOR AGREEMENT FORM

Student Information

First Name _______________________________ Last Name __________________________ M.I. __________

E-mail _______________________________ Course _______________________________

Proctor Information

First Name ____________________________________ Last Name __________________________ M.I. __________

Position/Title ___________________________ Relationship to Student __________________________

Course ___________________________________

Proctor E-mail Address _______________________________________________________________

Proctor E-mail Address (for test access numbers) __________________________________________

Proctor Phone Number (home) __________________________ (work) __________________________

Address of Testing Place __________________________ City __________ State _______ Zip _______

HONOR CODE STATEMENT

Questions of academic honesty are of great importance to Saint Leo University. As members of the academic Community that places a high value on truth and the pursuit of knowledge, Saint Leo students are expected to be honest in every phase of their academic lives and to present as their own work, only that which is genuinely theirs.

Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism, or any other form of academic dishonesty. Academic dishonesty is representing another’s work as one’s own, active complicity in such falsification, or violating test conditions.

PROCTOR AGREEMENT

As a Proctor, I agree to uphold the Saint Leo University standards for academic honesty. It is my responsibility to administer the examination(s) as per the test administrator’s manual(s) provided me, to monitor the student during the examination.

I understand my presence and cooperation is essential to the examination process, and I, ____________________, agree to comply with Saint Leo University’s policy on academic honesty and to perform the duties of Proctor as outlined here and in the test administrator’s manual(s) to the best of my ability. I know that I will be e-mailed the authorization code and log-in information for accessing the exam and will need to coordinate a time for the student to complete the exam in my presence.

I further understand that the student is responsible for compensating me may require for administering the test.

__________________________________________________________
Signature of Proctor

__________________________________________________________
Date