

Testing Procedures for Students Taking Distance Learning Courses

1. If you are a Purdue West Lafayette student enrolled in a West Lafayette-based distance learning course, your exams will be administered on campus and arranged by your instructor. Your Purdue instructor will provide you with detailed information regarding time, place, and procedures.
2. If you are a Purdue West Lafayette student taking a Purdue-originated distance learning course while residing away from the campus (e.g., in the summer, while on co-op, while serving in the military), you will need to identify an appropriate exam proctor to be approved by your Purdue instructor. Your instructor will provide you with access to the Proctor Information Form which will need to be completed by your suggested proctor. Your instructor will provide the exam to your proctor to be administered at a time and place agreed upon by you and the proctor.

Guidelines for Selecting a Proctor and Testing Location

If you are taking exams in a location other than the arranged classroom, you must complete your exams at a testing center. This can be done at a nearby college or university testing center, or by a company that offers testing services (such as Sylvan); you may also be able to find public libraries that offer such services. You may also use Proctor U, which is an online proctoring service. Regardless of where you take your exams, proctors and students must follow all exam instructions.

Complete the Proctor Request Form and return it via mail, e-mail or fax, at least one week before the first exam to:

Patrick Devlin
Mathematical Sciences Building
Purdue University
150 N. University Street
West Lafayette IN, 47907-2067
E-Mail: pdevlin@purdue.edu
Phone: 765-494-1918
Fax: 765-494-0548

The Purdue Mathematics Department has final approval of proctor selection.

Student Name _____ PUID _____

Proctor Information – PLEASE PRINT

Testing Center _____

Address _____

Contact Person _____

E-mail address _____

Phone _____ Fax _____

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

Date

Student's e-mail address

Proctor's signature

Date