

As a student in the MSIT distance program, you may be required to take a proctored exam at some point during your enrollment. When your instructor informs you that a proctored exam is required, you will be expected to complete and return this form for each examination at least one week prior to the exam date. Proctored exams can be completed by choosing one of the following options:

1. Come to our Pittsburgh campus to take the examination, or
2. Provide your own Exam Proctor who will administer the exam at your location.

**RETURN COMPLETED FORM TO:**  
Roberta Serbin  
Carnegie Mellon University  
5000 Forbes Ave, HBH 1116  
Pittsburgh, PA 15213  
FAX: 412.268.8291  
PHONE: 412.268.4840  
EMAIL: rserbin@andrew.cmu.edu

For students taking their exam on campus, we will provide a proctor and testing room for you. Most distance students tend to choose an Exam Proctor that is conveniently located to them. The Exam Proctor must be someone who will uphold academic integrity in administering the exam on our behalf. Proctor duties typically entail receiving the exam, securing it until the designated exam period, verifying the student's identity, monitoring the time and materials permitted, and returning the completed exam to us promptly. Acceptable proctors include, but are not limited to, a work supervisor, site manager, human resources representative, a faculty member or program administrator at your local university, a college testing center (<http://www.ncta-testing.org/cctc/>), or a librarian. A co-worker, fellow student, family member or friend is **not** an acceptable proctor. The MSIT program reserves the right to verify a proctor's identity and/or require the selection of a different proctor.

**TO BE COMPLETED BY STUDENT:**

**Student's Name:** \_\_\_\_\_  
Last (family) name First (given) name Middle name/initial

**Student's Andrew ID:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Course # and Title:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Exam Date:** \_\_\_\_\_ **Exam Time:** \_\_\_\_\_

**Check One:** \_\_\_\_\_ I am naming a **specific proctor**. (**Complete** Proctor section below.)

\_\_\_\_\_ I will come to the **Pittsburgh** campus. (**Do not** complete Proctor section below.)

**STUDENT Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY PROCTOR:**

**Proctor's Name:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**PROCTOR Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_