

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:** _____