

POLICIES AND PROCEDURES FOR PROCTOR ADMINISTERED ONLINE CAREER FINAL EXAMS

These policies and procedures must be followed by Online Students who are pursuing their undergraduate degrees and cannot access the USFQ campus located in Quito and Proctors that will administer the exams.

STUDENT GUIDELINES:

FINDING A PROCTOR:

In order to choose a Proctor, the student must follow these guidelines:

- Look for a university in the area where you live and ask for an academic member to act as a Proctor (exam supervisor).

Who cannot be a Proctor:

- A person who has a family or friend relationship with the student.
 - A person who has a direct work relationship with the student.
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- Download the "Proctor for Online Career Final Exam Form", using this [link](#).
 - Email the form to the career coordinator at least fifteen days prior to the date of the exam once the form has been signed by the Proctor and the student.
 - Confirm that the Proctor has received the approval to act as such and has received all the instructions for administering the exam, including the password, date and time.
 - Take the exam during the period established by USFQ. Exact dates can be consulted with the career coordinator and/or on the University webpage. The student can only take the exam at the determined date and time.
 - Confirm that you will be provided with a computer with internet access and all necessary programs for taking the exam. In case a computer is not provided by the institution, bring your own.

EXAM TAKING:

On the day of the exam, the student should follow these instructions:

- Bring a personal photo ID and show it to the Proctor when required.
- Be on time at the place indicated by the Proctor. Supervised exams cannot be administered in a private residence, only in a supervised academic setting.
- Be aware of time limits as well as exam conditions.
- Access the exam by accessing the course related to it on the online platform. The Proctor will enter the exam password, without showing it to the student.
- Start the exam once the questions are enabled. It is highly recommended to save the answers as soon as each one is completed.

IMPORTANT: The rules stated in the USFQ Honor Code are applicable at all times including exams

- After completing the exam or if the time limit is near, the student must save all the answers and click "SEND" to submit the exam. If the procedure was done correctly, a message will be shown

(successfully completed). The Proctor must verify that the test is successfully completed and closed.

The results of the exams will be given to the student once it has been graded by the professor responsible of the exam, according to USFQ rules and dates.

PROCTOR GUIDELINES:

BECOMING A PROCTOR:

In order to be a Proctor, the guidelines mentioned below must be followed:

- Complete and sign the "Proctor for Online Career Final Exam Form" that should be provided by the student or downloaded from this [link](#).
- Present your personal ID and documentation that verifies your work place and position at the University.
- Send an email to the USFQ career coordinator accepting the designation as Proctor, as signed in the "Proctor for Online Career Final Exam Form", including a scanned copy of documentation described above (as an attachment). This communication must be sent from the Proctor's institutional email address.
- Agree to all the responsibilities entrusted in the form and the Policies and Procedures.

IMPORTANT: The Proctor candidate cannot have a work, friend or family relationship with the student.

- Once the signed form and the complete communication has been verified and accepted by the USFQ, the Proctor will receive a confirmation email.
- 24-48 hours before administering the exam the Proctor will receive an email with detailed instructions, password, date and time for the exam taking. The password must be kept safe and never revealed to the student.
- The Proctor should inform the student where the exam will be administered at the time established by the USFQ. Please note that supervised exams cannot be administered in a private residence, only in a supervised academic setting.

EXAM TAKING

- Before starting the exam, the Proctor will verify the student's identity by requiring his/her picture ID.
- Before starting, the Proctor must communicate to the student what he/she is authorized to use during the exam (notes, calculator, other), as described in the exam instructions previously communicated and displayed at the beginning of the exam. The student's cellphone and other electronic devices must be turned off and stored during the exam.
- Before starting, the Proctor should highly recommend that the student save all the answers to the exam questions as soon as they are responded.
- After the student accesses the exam by entering the course on the online platform, the Proctor will enter the password previously provided by the USFQ without allowing the student to see it. Once the questions are enable, the student begins.
- During the exam taking, the Proctor should ensure that the student is aware of the time limit..
- The Proctor should supervise the student during the exam and stop it if the student commits any inappropriate behavior or violates the USFQ Honor Code. If this happens, the Proctor will immediately notify the incident to the USFQ career coordinator.

IMPORTANT: The Proctor must immediately notify the USFQ career coordinator any unusual circumstances related to the exam taking.

- The Proctor should ensure the student sends (submits) the exam before the time limit and that the test is successfully completed submitted and closed .

POLICIES:

- The rules stated in the USFQ Honor Code are applicable at all times including exam taking as well as during all the procedures described in this document.
- If not stated otherwise, it is a closed book exam. Therefore, the student must not use notes, textbooks or other digital resources.
- There must only be one browser window open, which is the exam. Any other browser windows or programs, if not required, should be closed.
- The student should not open or use other programs, such as instant messaging, chats, email, internet browsers, etc., while taking the exam.
- The student should not use electronic devices such as mobile phones, PDAs, iPods, iPads, MP3 players, or similar.
- The student should not use any removable storage, such as CD, DVD, USB memory, or similar.
- The exam must be taken at the date and time determined by the USFQ.
- The time limits must be fully respected as required by the USFQ.

IMPORTANT: Any concerns should be addressed to the career coordinator in a timely manner.