# Proctor for Online Career Final Exam Form

This form applies exclusively to Online Students who have chosen a career final exam as their graduation option, and who cannot access the USFQ campus located in Quito. This form must be completed and signed by:

- Student
- Proctor
- Career Coordinator USFQ

Please fill out:

## Student

<table>
<thead>
<tr>
<th>Name</th>
<th>USFQ Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Career</td>
</tr>
<tr>
<td>ID #</td>
<td>Email</td>
</tr>
<tr>
<td>Country / City Place of residence</td>
<td></td>
</tr>
</tbody>
</table>

## Career Information

<table>
<thead>
<tr>
<th>USFQ School</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
<td></td>
</tr>
<tr>
<td>Expected graduation date</td>
<td></td>
</tr>
</tbody>
</table>

The Student has read and understood the “Procedures and Policies for Proctor Administered Online Career Final Exams”.

Yes [ ] No [ ]

## Proctor

<table>
<thead>
<tr>
<th>Name</th>
<th>Country / City Place of residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>ID #</td>
<td></td>
</tr>
</tbody>
</table>

## Job Information

<table>
<thead>
<tr>
<th>University</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td></td>
</tr>
<tr>
<td>Job title</td>
<td></td>
</tr>
<tr>
<td>Starting date at the Institution</td>
<td></td>
</tr>
<tr>
<td>Institutional email address</td>
<td></td>
</tr>
</tbody>
</table>

## Student Relationship Information

Do you have any family or friend relationships with the student? Yes [ ] No [ ]

Do you have any direct working relationship with the student? Yes [ ] No [ ]

The Proctor has read and understood the guidelines and responsibilities entrusted and described in the “Procedures and Policies for Proctor Administered Online Career Final Exams”. Yes [ ] No [ ]
USFQ Career Coordinator

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Career</td>
</tr>
<tr>
<td>ID #</td>
<td>Email</td>
</tr>
</tbody>
</table>

The career coordinator has read and understood the guidelines and responsibilities described in the "Procedures and Policies for Proctor Administered Online Career Final Exams".

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Exam Information

<table>
<thead>
<tr>
<th>Date (mm / dd / yy)</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place (address, city, country)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The parties declare that all the information declared in this document is true. Therefore, the parties authorize Universidad San Francisco de Quito to verified its content.

Signature
Student ID#

Signature
USFQ Career Coordinator ID#

Signature
Proctor ID#

Place and Date:

Signature
Place and Date: