



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

| | | | |
|--|------------------------------|-----------------|--------------------------|
| Name | | USFQ Student ID | |
| Last Name | | Career | |
| ID # | | Email | |
| Country / City Place of residence | | | |
| Career Information | | | |
| USFQ School | | | |
| Career | | | |
| Expected graduation date | | | |
| The Student has read and understood the "Procedures and Policies for Proctor Administered Online Career Final Exams". | Yes <input type="checkbox"/> | No | <input type="checkbox"/> |

Proctor

| | | | |
|---|------------------------------|-----------------------------------|--------------------------|
| Name | | Country / City Place of residence | |
| Last Name | | | |
| ID # | | | |
| Job Information | | | |
| University | | | |
| Area | | | |
| Job title | | | |
| Starting date at the Institution | | | |
| Institutional email address | | | |
| Student Relationship Information | | | |
| Do you have any family or friend relationships with the student? | Yes <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you have any direct working relationship with the student? | Yes <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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 <input type="checkbox"/> | No | <input type="checkbox"/> |

USFQ Career Coordinator

| | | | |
|---|--|------------------------------|-----------------------------|
| Name | | School | |
| Last Name | | Career | |
| ID # | | Email | |
| The career coordinator has read and understood the guidelines and responsibilities described in the "Procedures and Policies for Proctor Administered Online Career Final Exams". | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | |

Exam Information

| | | | |
|--------------------------------|--|-----------|--|
| Date (mm / dd / yy) | | | |
| Start Time | | End Time: | |
| Place (address, city, country) | | | |

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:

Place and Date: