

# EXAMINATION PROCTORING PROCEDURE FOR GRADUATE/UNDERGRADUATE CREDIT COURSES

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Please check one:      Undergraduate Student      Graduate Student

The Final Examination for each credit course and all Comprehensive Examinations must be proctored. The proctor will administer the examination and return it to CDU for grading.

You are asked to provide the name, address, telephone number, and e-mail address of the person who is willing to serve as proctor. Examples of appropriate proctors include college professors, librarians, school teachers, priests, sisters, directors of religious education at your parish, doctors, homemakers, etc. Family members and friends are excluded from serving as proctors.

The examination will be sent to this proctor. It is up to you to make arrangements with your proctor for taking the examination. CDU will assume that you will be using the same proctor throughout your course of study unless we are notified otherwise. ***You are responsible for notifying the appropriate Registrar of any proctor change.***

Proctor Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

I have spoken with the proctor and he/she is willing to proctor my exam(s) per the CDU guidelines.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Student