



Regina Catholic School Division's Learning Online Proctor Form

Please fill out this Student Information Sheet and return it to the course's instructor as soon as possible. Our program needs this information to ensure that major tasks are supervised and completed by the appropriate student.

Some of Learning Online's tasks must be supervised by a proctor. A proctor is a person who administers (and validates the authenticity of) an exam in place of the regular course instructor. Proctored tasks require students to coordinate the details of where and when an exam takes place. It is suggested that this be the same person for the entire semester. However, it is also possible to have different individuals serve in this role. Each person that serves as your Proctor should process their own form.

Proctor Rules:

- 1. Cannot be a family member, friend, or co-worker.**
- 2. Must be employed by an educational institution.** (e.g. Principal, Vice Principal, Guidance Counsellor, Librarian, or Teacher)
- 3. Must be available to talk to an RCSD Learning Online representative for verification.**
- 4. Must be able to receive email, email attachments, and be able to print documents. Access to a fax machine or scanner is also mandatory.**



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Student Name _____

Student Home Phone # _____ Student Cellular # _____

E-Mail _____

Learning Online Course(s) _____

Student Signature _____

Date _____

Proctor Information-To Be Filled Out by Qualified Proctor:

Name & Position/Title & Employer/Organization
Mailing Address City/Province/Postal Code
Email Address (<i>Proctors must have an email address</i>)
Phone Fax (<i>Proctors must have a fax number or access to a scanner</i>)

My signature certifies:

1. I will act as a proctor for the above student.
2. I am not directly related to the student or do not reside in the same household.
3. I agree to fax or scan all completed exams.
4. I will not make additional copies of exams.
5. I will follow all proctor guidelines set forth in the testing packet that is sent to me.

Proctor Signature

Date

***Return this filled out sheet to your RCSD Learning Online instructor as soon as possible.
Questions or concerns should be directed to the course's instructor.***