

THE UNIVERSITY OF SCRANTON
REQUEST FOR EXAMINATION FORM (FOR PROCTORING EXAMS OFF CAMPUS)

I. STUDENT INFORMATION

STUDENT NAME _____ STUDENT ID# (Royal ID) _____

STUDENT ADDRESS _____

II. COURSE INFORMATION

CRN _____ SUBJECT _____ NUMBER _____ SECTION _____ COURSE TITLE _____

SEMESTER _____ YEAR _____

III. PROCTOR INFORMATION

PROCTOR NAME _____

PROCTOR ADDRESS _____

PROCTOR PROFESSIONAL AFFILIATION (CHECK ONE BELOW):

- Full-time member of the teaching faculty or an educational administrator of any regionally accredited institution of higher education.** The student must submit a page or photocopy from the institution's directory or catalog that lists not only the proctor's name and title but also the institution's name.
- Full-time, state-certified elementary or high school teacher, or school librarian.** Student must submit a letter on official letterhead from the individual's principal or superintendent verifying the proctor's position. A photocopy of a teacher's certification is not sufficient.
- High school superintendent, supervising principal, principal, or an Intermediate Unit administrator whose name appears in the Education Directory of the Pennsylvania Department of Education** (For Pennsylvania residents). Please note that only superintendents, principals, and Intermediate Unit administrators are listed in the directory.
- An educational administrator holding a position similar to those described above whose name appears in the institution's directory or catalog** (For students outside the state of Pennsylvania). Student must submit a page showing the proctor's title, as well as the institution's name.
- A public librarian who holds a library science degree.** Student must submit a letter written by this individual's supervisor on official letterhead from the library system in which he or she is employed. The letter must include verification of the proctor's employment, highest degree earned, and job title.
- A commissioned officer of higher rank than the student, a base commander, a non-commissioned officer in command of a military post, and education officer, or a base librarian** (For personnel of the armed forces). The exam request must be accompanied by a letter on official letterhead from the base commander (or an authorized representative) verifying the proctor's position.
- Education officer, librarian, or chaplain of facility** (For incarcerated students). Student must submit a letter written by this individual's supervisor or the warden on letterhead from the prison system in which he or she is employed.

Note: Student's friends and relatives are not permitted to proctor their examinations. Currently employed teachers may not request a fellow teacher to proctor their examinations, nor can students request relatives to proctor their examinations. Superintendents or principals from the same school district are acceptable.

Please consult http://matrix.scranton.edu/web_based/ for more information on web-based courses.

IV. MAILING

Once this form and all materials are received as outlined in the Proctor Professional Affiliation section above, the examination(s) will be sent directly to your proctor from The University of Scranton. The mailing address is:

The University of Scranton
c/o Dexter Hanley College
Assistant Dean & Director of Credit Programs
Scranton, PA 18510-4582

June 2002