We appreciate your willingness to be of service to this student and to our program. This document contains three pages: this page of instructions for proctoring the exam, the MSU Department of Mathematics and Statistics Online Course Exam Verification Form, and a fax cover sheet. A copy of the Exam Verification Form is to be submitted with each exam.

1. The student must present a picture ID to the proctor.

2. The exam should be conducted in accordance with the principles generally understood to be necessary for the convenience and comfort of the students taking an examination during an uninterrupted time period.

3. The students should not be left alone while they are writing the exam.

4. The students must not have access to any books, notes, reference materials, or instruments other than ordinary writing materials, unless permitted by the instructor in the instructions that accompany the exam.

5. Please confirm that each student taking the exam has both signed and printed his/her name on the first page of the exam and on the MSU Department of Mathematics and Statistics Online Course Exam Verification Form.

6. Once the form is complete, please return the completed exam and the Exam Verification Form to us by faxing or by emailing a scan of the completed exam to the instructor from the proctor’s institutional email address. Please use the attached fax cover sheet. If faxing or scanning and emailing are not possible, you can send the Exam and the Exam Verification Form via US Mail to the address below by a stamped envelope provided to you by the student. You are to mail the packet, it is not to be released to the student for mailing.

   Dr. Chris Mecklin
   6C Faculty Hall
   Murray State University
   Murray, KY 42061

Thank you.
Proctor’s Name ________________________________________________________________

Student’s Name ________________________________________________________________

Course ______________________________________________________________________

Date of Test __________________________________________________________________

Time Test Started _____________________________________________________________

Time Test Finished ____________________________________________________________

I, the above named student, hereby certify that I have completed this examination in complete accordance with the regulations stated in the Murray State University Department of Mathematics and Statistics Proctor Guidelines, and that no items such as books, notes, reference materials or instruments were utilized except those specifically authorized by the instructor for use with the examination.

Student Signature ___________________________ Date ______________

I, the above named proctor, certify that the above named student did successfully complete the attached examination for the Murray State University under my supervision and in accordance with the regulations given on the Proctorship Form.

Proctor Signature ___________________________ Date ______________

Proctor email _________________________________________________________________