

## Department of Mathematics and Statistics Online Course Exam Verification Instructions for Proctors

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.
- 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.



## Department of Mathematics and Statistics Online Course Exam Verification Form

Proctor's Name	
Student's Name	
Course	
Date of Test	
Time Test Started	
Time Test Finished	
I, the above named student, hereby certify the complete accordance with the regulations state Department of Mathematics and Statistics Prass books, notes, reference materials or instruspecifically authorized by the instructor for use	ated in the Murray State University roctor Guidelines, and that no items such uments were utilized except those
Student Signature	Date
I, the above named proctor, certify that the a complete the attached examination for the M supervision and in accordance with the regul	lurray State University under my
Proctor Signature	Date
Proctor email	



Mathematics and Statistics Faculty Hall 6C Murray, KY 42071

Phone: (270) 809-2311

Fax: (270) 809-2314

Date:
No. of pages including cover:
To:
Fax No:
From:
Phone:
Regarding:
Comments: