



# PROCTOR COVER SHEET

**UNITE Distributed Learning**  
University of Minnesota  
514 Vincent Hall, 206 Church St. SE  
Email: [unite@umn.edu](mailto:unite@umn.edu)  
Phone: 612.624.2332  
[www.unite.umn.edu](http://www.unite.umn.edu)

**Course Number (ie CSci 1001):** \_\_\_\_\_

**Date of Exam:** \_\_\_\_\_

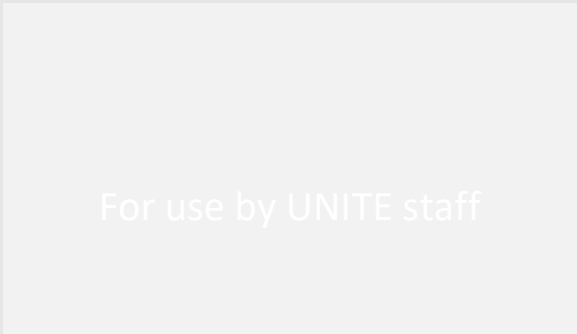
**Time Begin/End:** \_\_\_\_\_ to \_\_\_\_\_

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

**Proctor Name:** \_\_\_\_\_ **Number of pages (w/ coversheet):** \_\_\_\_\_

## PROCTOR RESPONSIBILITIES

- Know your student by name
- Verify student by checking a valid photo ID
- Receive, keep and secure exam until scheduled time
- Schedule an appropriate room for the exam (a computer with internet connection to watch the course is permitted as we do live stream the exams and the instructor may make announcements in regards to the test)
- Administer the exam – instructions will be provided
- Collect exam and related materials
- Sign and complete this Proctor Cover Sheet
- Scan and send exam, proctor cover sheet and related materials back to UNITE (please number pages and scan in order)



## DELIVERY & DISPOSAL POLICY

- Return the exam to UNITE ([unite@umn.edu](mailto:unite@umn.edu)) **as soon as possible** (2 hours later max)
- If you do not have access to a scanner, the app "Adobe Scan" works well
- Retain a copy of the exam for **three weeks** before disposing – shredding or securely recycling
- UNITE will acknowledge receipt of the exam – if receipt is not acknowledged please contact UNITE at [UNITE@umn.edu](mailto:UNITE@umn.edu) or 612-624-2332

## PROCTOR & STUDENT AGREEMENT

I am aware and understand that UNITE Distributed Learning follows the same procedures and policies of the University of Minnesota for test taking, cheating, and plagiarism. University of Minnesota Student Conduct Code: [http://regents.umn.edu/sites/default/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf)

By signing below, I affirm that I understand my responsibilities as a proctor/student and will uphold and follow them. I understand that the materials given are properties of the University of Minnesota and I will not use them in any inappropriate manner, including unauthorized distribution or cheating, which would call into question my integrity.

**PROCTOR SIGNATURE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_