EXAMINATION & PROCTOR POLICY

This policy applies to all final class and program comprehensive examinations. These types of examinations are to be administered to you by an Apollos approved proctor on a date that is mutually convenient for the student and the proctor. The student is responsible for nominating a qualified proctor that is approved by Apollos. The university reserves the right to directly contact the proctor in order to verify information. Apollos also reserves the right to require the student to request a different proctor.

The following individuals or organizations may serve as proctors:

- Manager or Supervisor (Must be of higher position or rank than student.)
- University/College Testing Center, Private Testing Center, Office of Apollos Representative, Military Base Testing Office, Embassy Education Office
- School Principal or Vice Principal, Full-time Librarian, Teacher, or School Counselor
- College Professor, Dean, or Director
- Human Resource Manager, Training Director/Officer
- Minister, Priest, Rabbi, etc. of an established church, temple, mosque, or synagogue

The following individuals are not acceptable as proctors:

- Relatives, neighbors, and friends
- Co-workers or employees
- Apollos students and tutors,
- Anyone with a perceived or real conflict of interest.

NOTE: Providing false proctor information or not following the Apollos proctor testing procedures will result in failure of the examination and will be grounds for dismissal from the university degree program.

Proctor Approval and Examination Procedure

- It is the student’s responsibility to initiate the proctor nomination process. It is recommended that each student identify more than one proctor in to eliminate scheduling conflicts that can arise when a proctor is not available during the allotted class timeframe. Students may have three approved proctors identified at any one time. The approved proctor’s information will remain on file for the student and the student may use the proctor until one of the following actions occur:
  - The student or proctor cancels the proctor agreement.
  - Apollos disapproves or cancels the proctor agreement.
- Students must provide the potential proctor(s) with the Examination & Proctor Policy along with the Proctor Nomination Form. The Proctor will complete and submit the agreement to Apollos.
- The student and proctor may assume the proctor is approved unless otherwise notified by Apollos.
  - NOTE: If a proctor is already approved to proctor for another Apollos student; then a second Proctor Nomination Form is not required. However, the student must send an email to info@apollos.edu stating the name of the proctor and include the proctor as a recipient on the email.
- Students must allow time for the proctor to return the agreement to Apollos and for processing before submitting the “Proctored Examination Request.”
Upon receipt of a completed “Proctored Examination Request” which contains the pre-approved proctor’s name, Apollos will process the request and send the online final examination instructions to the identified pre-approved proctor.

Proctor Responsibilities

The primary function of the proctor is to verify that the correct student takes the exam and to monitor the students taking the exam to ensure they do not receive help with the exam. In order to accomplish this, the proctor must do the following:

• All Apollos examinations are taken and submitted via the Apollos Online Campus classroom; therefore, the proctor must provide the student with a private area that is appropriate for taking an exam. The area must have internet and computer capability for the student to sign into the Apollos classroom.
  o Download and print the email for Apollos Academic Scheduling that contains the student(s) roster and any special instructions
  o Arrive 30 minutes before the students arrive
  o Ensure that the computers are turned on and the internet is working.
  o Once the students leave, you will send an email to info@apollos.edu providing the exam name, the name of student(s) who took the exam, the start and finish time, and if there were any issues that arose before, during, or after the exam took place.
• Check student photo ID to ensure the individual is actually the person scheduled to test.
  o Assign each student a computer and ensure that the student can not open the computer until your give the permission to do so
• The student is allowed to use the textbook for the class and a calculator when taking a final exam; however, NO textbooks are allowed during a comprehensive exam. Also, you are to ensure that the student does not have access to notes or other information including surfing the internet.
  o Tell the students to enter the Apollos online campus by using their Apollos username and password.
  o Provide the students with the password you were given in the email from Academic Scheduling for the students to enter their exam (NOTE: this password is different from the password the students use to sign into the Apollos Online Campus).
  o Secure and protect the exam password.
  o Ensure no one makes or emails a copy of the exam.
• Normally two hours are allowed for final exams and four hours are allowed for program comprehensive exams unless otherwise stated in the exam instructions you receive. Time the exam, let the student know when there is 15 minutes left, and stop the student when time limit has expired. IMPORTANT: make sure the student saves his/her work often during the exam. Have the student go to the bottom of the exam and select the button to submit the exam to the grader.
• If an exam cannot be administered due to power outages, sickness, etc., notify info@apollos.edu as soon as possible. The exam will be rescheduled at a later date
• If a fee is charged for proctoring the exam, the proctor should request payment from the student at the time of testing. Apollos will not pay proctor fees.
**PROCTOR NOMINATION FORM**

Thank you for agreeing to provide proctoring services to the Apollos student identified below. Please complete the information on this form, print and sign the document and then fax the signed copy to: 866-287-1938. You may also mail it to the above address. If you have questions before or during the examination, please call: 714-841-6252 or send an email to info@apollos.edu and provide the student’s name & ID number, date of examination, and your information.

### STUDENT INFORMATION

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### PROCTOR INFORMATION AND CREDENTIALS (PLEASE PRINT CAREFULLY)

- Check this box if you plan to proctor additional AU students. You are only required to complete one Proctor Nomination Form.

**Last Name** | **First** | **Middle Name** | **Title** | **If active military, indicate rank** | **Degree Earned** | **School Name** | **Employer** | **Business Address** | **City** | **State** | **Zip** | **Email** | **Work Phone** | **( )** |
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**Relationship to Student**

### PROCTOR CREDENTIALS

Please fax a copy of your current resume/CV along with the Proctor Nomination Form.

### PROCTOR QUALIFICATIONS AND CERTIFICATION

The following individuals or organizations may serve as proctors:

- Manager or Supervisor (Must be of higher position or rank than student.)
- University/College Testing Center, Private Testing Center, Office of Apollos Representative, Military Base Testing Office, Embassy Education Office
- School Principal or Vice Principal, Full-time Librarian, Teacher, or School Counselor
- College Professor, Dean, or Director
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The following individuals are not acceptable as proctors:

- Relatives, neighbors, and friends
- Co-workers or employees
- Apollos students and tutors,
- Anyone with a perceived or real conflict of interest.

By signing this form, I certify I meet the requirements to serve as an Apollos proctor. I agree to follow the requirements as set forth in the in the Apollos Examination & Proctor Policy when administering final and/or comprehensive exams. I will only allow the student to access the exam in my presence and I will close the student’s access to the exam at the end of the allotted time limit of two hours for final examinations and four hours for comprehensive examinations. I further agree to allow Apollos to contact me for verification purposes and I grant permission for Apollos to verify my credentials.

**Proctor’s Signature** | **Date**
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Dated: 1 March 2014