

CARLSON INSTITUTE

North Central University

910 Elliot Ave. S.
Minneapolis, MN 55404

(612) 343-4430 Telephone
(612) 343-4432 Fax

PROCTOR AGREEMENT

Student's Name _____ I.D. # _____

Course # _____ Course Name _____

TO THE STUDENT

When you have chosen a proctor, please complete the above information and ask them to read the enclosed instructions, complete this form, and mail it to:

CARLSON INSTITUTE
North Central University
910 Elliot Avenue South
Minneapolis, MN 55404

TO THE PROCTOR

Proctor's Name _____
Last First Middle

Address _____
Street City State Zip

Proctor's title or position _____

Telephone Number (_____) _____

I agree to serve as the proctor for the above student's exams. I have read the **Instructions for Exam Proctors**, certify that I am eligible to proctor the exams, and agree to follow these instructions. I understand that I must strictly monitor the examination process without coaching or otherwise assisting the student and must guarantee that the responses are entirely those of the student. I realize that any variance from these standards could jeopardize the credits granted the student for this course.

X

Proctor's Signature

Date

CARLSON INSTITUTE

North Central University

910 Elliot Ave. S.
Minneapolis, MN 55404

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612/343-4435 FAX

INSTRUCTIONS FOR EXAM PROCTORS

(Please retain for future reference)

The following persons may serve as proctors:

- A Pastor, Church Board member, deacon or institutional chaplain.
- A school superintendent, principal or counselor; a faculty member or administrator of an accredited university or college; a librarian.
- A commissioned officer whose rank is higher than your own (students in the military only).
- A corporate officer or education director.
- A testing service on the campus of any officially accredited college or university.

The following persons may not serve as proctors:

- A relative.
- A fiancé or friend.
- A classmate, roommate, or anyone simultaneously taking the same course.
- A work supervisor or immediate employer.
- An athletic director or coach.
- Anyone with a vested interest in the student taking the exam or the distance education program.

Please understand that the viability of credits given depends upon the coursework and the examinations being done honestly and completely by the student. As a proctor, you must insure that integrity is maintained in the examination process.

**The Carlson Institute reserves the right to reject any proctor.
No proctor fees are authorized.**

About Carlson Institute . . .

The CARLSON INSTITUTE is the distance education program through North Central University established to enable adults who cannot earn their degree on-campus to get an education. Students may earn an accredited degree through this program without ever stepping foot on our college campus. In order to accomplish this, we need individuals like you to help our students. For accreditation purposes, we need to insure that students are taking their exams honorably. Although we would like to think this would not be a problem with Christians studying to be in ministry, we need to protect our accreditation for the benefit of our students.

The student who approached you with this form has probably already begun the course. It is important for you to know that the student gets an initial 6 months from the date of enrollment to complete the course. You may want to ask the student if they have set up a "plan of attack" for this course. Setting goal dates for each unit test is a good way to start. A student taking courses by distance education must be motivated and supported in order to complete their studies.

Your part . . .

You are being asked to proctor certain exam(s) for this course, and to grade the Unit Progress Evaluations (UPEs) using the answer keys provided by CARLSON INSTITUTE. Some courses have no UPEs, but one or more major exams. **Grading of the final exam and essay papers will be done by the faculty and staff of North Central University/CARLSON INSTITUTE.**

As a proctor, you will need to certify the following:

- that the student did not have access to the test prior to the exam.
- that the student did not use books, notes, or other unauthorized materials during the exam, unless specifically authorized in the instructions for the exam.
- that no coaching or other assistance was given.
- that the student completed the exam in the time allowed.
- that you corrected the unit exams as authorized.

You will receive all of the examinations, the blank answer sheets, and the answer keys for the unit exams when we receive the attached **Proctor Agreement Form** signed by you. We will also enclose a copy of a **Test Certification Form** and **Student Evaluation Form** to be completed when the student has completed the course. Many courses have Unit Progress Evaluations (UPEs). They are to be either take-home or proctored, open book tests. When the student has completed a UPE, please score the test using the answer key provided and review each missed question with the student.

The student may keep the UPE questions for future review purposes. You must keep the corrected original answer sheets to mail to **Carlson Institute** at the end of the course.

The student is responsible to schedule a time with you for their closed book exams. When you administer the unit or final exam(s), you are responsible to make sure the student takes the test honorably. When the student takes the final exam, they must hand in the final essay project the same day. When the student has completed the final exam, mail the test questions, the UPE answer keys, all test and/or UPE answer sheets, the final exam answer sheet, two copies of the final essay project, the Test Certification Form, the Student Evaluation Form for the course and any other projects the course may require to the **CARLSON INSTITUTE**. ****Please be sure the student has a copy of all answer sheets and essay(s) before sending them: the mail is not always dependable****. The essay and final will be graded at **CARLSON INSTITUTE** by the appropriate staff and faculty persons and the final grade assigned.

Please accept our deepest thanks for assisting the student in this vital part of the learning process. Such procedures, though they seem tedious, allow us to maintain our high standard of excellence in education and help safeguard our accreditation standing.

If you have any questions, please call us at (612) 343-4430. Our mailing address is:

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