



# Toronto Scholars Collegiate

## Proctor Agreement and Instructions

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

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

Time of Exam: \_\_\_\_\_

- I agree to supervise the above student during his/her final exam for the course listed above for Toronto Scholars Collegiate. As an Exam Proctor, I will ensure that the following items are in place from the time the student opens the exam to the time the student submits the exam (clicks on Submit button):
- The student has a quiet area, the use of a computer and internet access to complete the exam.
- The student does not access any course material, notes, textbooks and other software or internet sites while writing the exam. Only the exam will be open on the computer screen.
- The student's desk area as well as the floor area by his/her feet is clear. The only permitted items include pencils, pens, blank paper for rough notes and a calculator. (if needed)
- The student's cell phone and other electronic devices are put away in an alternate location away from the exam writing area. The student is not permitted to have any electronic devices on his/her desk or on his/her person.
- The student does not communicate with anyone, in any form, during the exam. **Should is there any problem with the exam, please contact the Principal at (001)647-346-7460 or send email to admin@torontosc.com.**

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Personal Information of the Proctor:**

Occupation: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Email Address: \_\_\_\_\_



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## Exam Administration instructions:

1. Ensure the above items are in place in the exam area.
2. Ask the student to log into the website [www.torontosconline.com](http://www.torontosconline.com) and open his/her course.
3. Ask the student to scroll to the bottom of the course and click on the Exam link.
4. Enter the password for the exam (keep confidential).

**Please return this signed form to [admin@torontosc.com](mailto:admin@torontosc.com). The exam password will be emailed to you upon receipt of this signed agreement.**

Signature: \_\_\_\_\_