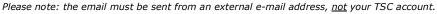**Note**: Students must inform both Toronto Scholars Collegiate Principal and their Teachers when they intend to write their final exam.

PROCTOR APPROVAL APPLICATION

Scan the completed application and attach it as a *pdf* or *jpg* and e-mail to:
admin@torontosc.com
Please note: the email must be sent from an external e-mail address, <u>not</u> your TSC account.

A. STUDENT INFORMATION – PLEASE PRINT CLEARLY

Last Name		First Name	
Course Name			
Course Code (ie. MHF4U)		Teacher	
Exam Date		Exam Location	
Exam Time		Parent/Guardian Email Address (If student is under the age of 18)	

Expected exam date, time and location are required, but may be changed after your request has been approved

Are you a full-time student of TSC?	YES ☐	NO ☐
Has this proctor been previously approved for an exam with TSC?	YES ☐	NO ☐
Is the proctor on TSC's list of Pre-Approved Proctors?	YES ☐	NO ☐

Proctor Checklist – proctor must meet <u>all</u> requirements:

☐ has non-generic email address provided by place of employment;
☐ is not a relative of the student;
☐ is not a tutor or a student;
☐ has a university degree or college designation;
☐ has provided a valid business card or can verify employment by other means such as letter of employment or website listing (attached to this application)

Please affix a copy of your Proctor's business card here, or forward a copy as an attachment if available.

You MUST provide at least **one** of the following:

- *A copy of the Proctor's business card (in the space provided here).*
- *A letter of employment from the Proctor's employer (attached to an email).*
- *A business website where the Proctor's employment can be confirmed **on a staff directory** (space for this is provided in the Proctor Information section below).*

I, the student, agree to: (1) follow the TSC *Proctored Exam Procedures as* outlined in my Course Content, (2) arrange a Proctor who meets all set requirements and set up a date, time and place for my exam, (3) pay for any proctoring service fee, and (4) submit this completed *Proctor Approval Application* to admin@torontosc.com at least 2 weeks before my proposed exam date. *To the best of my knowledge, the information in both the Student and Proctor Sections, are correct:*

_____   _____
Student Signature   Date

B. PROCTOR INFORMATION – PLEASE PRINT CLEARLY AND REVIEW PROCTOR REQUIREMENTS BEFORE SUBMITTING

To be completed by the student concerning the chosen Proctor.

Please indicate Mr./Mrs./Ms./Miss or other title: _____

Last Name		First Name	
Business Name		Title or Occupation	
Business Address		City, Country	
Post-Secondary Degree (ie. BSc)		Business Website (to confirm employment)	
OCT# (if teacher)		Preferred Phone Number ☐ Home ☐ Cell ☐ Work	
Proctor Email			

<u>**EMAIL ADDRESS REQUIRED:**</u> The email address MUST be issued by the Proctor's workplace. Generic or Internet provider addresses will NOT be approved.
✓ *Acceptable Example:* lisa@companyname.com   ✗ *Unacceptable Example:* lisa@gmail.com

C. OFFICE USE ONLY

Prerequisite Met: ☐	Proctor Approved: ☐	Password:	Length:	Pre-Approved Proctor: ☐

_____	_____	_____	_____
PAA Received	PM Sent to Proctor	Exam Notification	PM Received