



Educational Advantage

SCHOOL of MUSIC

PROCTOR REQUIREMENTS

Educational Advantage School of Music uses certified proctors to promote the academic integrity of, and add merit to, our courses, tests, and the data they provide. Being a certified proctor means that you meet all the requirements below, and agree to act as a representative of Educational Advantage School of Music. As a proctor, you may choose to charge a maximum fee of \$10 for your proctor services. When students cannot afford to pay a proctor fee, should you charge one, we ask that you waive it. Likewise, you will be notified of any scholarship students who are disqualified from paying a proctor fee.

Proctors may NOT be:

- Relative, friend, or colleague of the student
- Employer of the student
- Personal tutor of the student
- Ecclesiastical leader of the student, unless they are also a full-time, professional educator
- Athletic coach, assistant coach, or athletic academic counselor of the student
- Someone with a vested interest in the student's eligibility to compete in extracurricular activities

Proctor Protocol:

Students are required to make an appointment to take their exam. They must disclose the date, time, and location of their exam to their Instructor (online) before their final exam will become available. All exams will be taken electronically, and the student is required to bring their personal laptop/tablet. The proctor will be emailed a unique exam code to unlock the exam. Once the code has been entered, the exam must be completed in one sitting. Once the student submits the exam, it will not be accessible again.

Additionally, the following policies must be upheld:

- The student must 'check in' their cell phone before starting the exam (they cannot leave it in their pocket, backpack, purse, etc.), and cannot have it returned until the exam has been submitted.
- The student must remain under the supervision of the proctor for the duration of the exam. The student cannot have a friend, colleague, relative, tutor, etc. present with them.
- Receiving assistance from any person during the exam is considered cheating and is grounds for a failing grade.
- The student may not leave the room, or their test, during the exam except for an emergency.
- The exam must not be duplicated in any way, including taking screenshots, printing, or photographing the exam with a camera, cell phone, or other device.
- If a student is suspected of cheating, end the exam immediately and report the case to the school:

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Refrain from sharing the exam password with anyone who is not certified to proctor the exam, and do your best to be discreet when entering the passcode so the students does not have access to recording it. Student must have a current photo ID (drivers license, school ID, etc.) when checking in to take their proctored exam.

I, _____, certify that:

- I have read the policies and will follow them with strict fidelity
- I will remain present for the duration of the exam, or otherwise be able to monitor the student during the duration of their exam.
- I understand that my proctor certification can be removed at any time if any of the policies and/or expectations are violated.
- I will not duplicate, photograph, scan, or otherwise save or create an additional copy of the exam.
- Likewise, I will not create a study guide that resembles the exam and that would allow a student from taking the exam with advanced knowledge.
- I understand that a new version of the exam is created for each student.

Print name

date

Signature

date

Addendum:

I acknowledge that I will return the original exam in the mail on the same day that it is taken.

Signature

date