

**Outside U.S.
Student
Proctor Packet**

Dear DEN@Viterbi Student Outside the United States,

Welcome to USC DEN@Viterbi. We want to make sure your DEN experience as a student outside the United States is as smooth as possible. Since you are located in an international area where we do not maintain a testing center, you will need to identify a proctor who will administer your exams while you participate in your graduate program.

Your proctor should be one of the following options:

- **Academic Testing Center**
- **College/University Faculty Member or Educational Administrator**
- **Corporate Proctor from your workplace**
- **Military Proctor from your military base**
- **Librarian/Library Staff or Library Testing Center**

Further information about proctor approval and required documentation are included in this packet.

Please fill out the following form packet to identify your proctor who can administer your exams while you are taking courses through DEN. Your proctor will be responsible for administering your exam on the same test dates as the on-campus students, enforcing time limits and applicable exam rules, and submitting your completed exam back to DEN. Please note that all exam timing is subject to the approval of the professor teaching your course. If you need to update your proctor information or provide an alternate proctor at any time during your program you may do so by re-submitting this form.

If there are other DEN students enrolled in classes at your location or if you are having trouble identifying a proctor in your location we may be able to assist you in identifying a proctor.

If you have any questions while completing this form please contact us.

Sincerely,

Exam Coordinator
USC Viterbi School of Engineering
Distance Education Network [DEN@Viterbi]
email: denexam@usc.edu phone: (213) 821-3136 or (213) 740-9356

USC DEN@Viterbi Outside U.S. Proctor Instructions

The following is a list of guidelines for the approved USC DEN proctor to follow when administering a DEN exam to a student. If the proctor has any questions about this procedure or if they need assistance while administering an exam they should contact the DEN Exam Coordinator at (213) 821-3136 or (213) 740-9356.

The proctor must be available for testing on the same day as the on-campus testing date. Testing date changes are not allowed due to proctor unavailability.

The proctor must be able to read and write English well enough to communicate via email and phone with the DEN Exam Coordinator and also to read the exam rules and instructions.

1. The approved proctor will receive the exam from the DEN Exam Coordinator about 1-day prior to the exam date by 5:00pm PST via email. If the proctor has not received the exam by the exam time the student or proctor should contact the Exam Coordinator immediately.
2. Once the proctor has received the exam via email, they will need to print a copy of the exam and coversheet and keep them in a secure location not accessible to the student.
3. On the day of the test, the proctor will need to follow the test instructions indicating the time limit and rules of the exam on the Exam Cover Sheet provided with the test.
4. The proctor will administer the exam to the student at the approved time on the test date making sure the student does not have access to any disallowed materials. At this time the proctor will need to begin keeping track of the time limit.
5. Once the time limit is up the proctor will collect the exam from the student and follow the instructions for sending the exam back to USC. If the proctor has any trouble scanning or mailing the exam simply call the Exam Coordinator for assistance.

Sincerely,

Exam Coordinator
USC Viterbi School of Engineering
Distance Education Network [DEN@Viterbi]
email: denexam@usc.edu phone: (213) 821-3136 or (213) 740-9356

**Outside U.S.
 Student
 Proctor Request
 Form**

Please complete the next three pages of this outside U.S. proctor request packet to set up your proctor. Once finished the packet should be scanned and emailed back to DEN Exam office at least one-week prior to the beginning of the semester.

STUDENT INFORMATION			
Student Name:		USC ID:	
USC Email Address:			
Alternate Email Address:			
Work Phone:		Personal Phone:	
Semester:		Class(es):	
Home Address:			
Work Address:			

PROCTOR INFORMATION			
Proctor Name:		Job Title:	
Company:		Department:	
Work Address:			
Work Phone:		Alternate Phone:	
Email Address:			
Alternate Email Address:			

- Proctor Type:** **Academic Testing Center** **Corporate Proctor** **Library/ Librarian**
- College Faculty/ Educational Administrator** **Military Proctor**

USC DEN@Viterbi Proctor Definitions and Required Documentation

All Proctors must be able to easily communicate in English via phone and email

Proctor Type:	Suitable Proctor Guidelines:	Submit with form to be verified:
Academic Testing Center	Testing Center should have set business hours for testing and have a professional testing staff. DEN understands that any testing staff may administer the exam - the proctor signing this form and information provided on previous forms should be from the administrator or main proctor who assumes responsibility of testing center and test standards.	<ul style="list-style-type: none"> • Submit web address of testing center/college/university • Submit a letter from the testing center on the testing center's letter head from main proctor or administrator verifying the site's mailing address, phone numbers and email addresses.
College/ University Faculty Member or Educational Administrator	Faculty member or educational administrator should be a full-time employee of the college or university where they work. The college/university should be regionally or nationally accredited.	<ul style="list-style-type: none"> • Submit web address of college/university • Submit web address of college/university faculty/staff directory where the proctor's name and job title match these forms. • Submit copy of proctor's college/university employee ID.
Corporate Proctor	Proctor should be either your supervisor, a supervisor from another department, an HR representative, or someone from your company's continuing education program or other similar program. Your proctor cannot be a peer or subordinate worker, a relative working at your company, or a part-time or temporary employee.	<ul style="list-style-type: none"> • Submit web address of company • Submit a letter on company letter head from proctor verifying their contact information matching the information on this form. • Submit copy of proctor's employee ID.
Military Proctor	Military proctors should be an education services officer or testing personnel at a Military Education Center. If not available the student may use an officer of higher rank than the student.	<ul style="list-style-type: none"> • Submit a letter on military letter head from proctor verifying their contact information matching the information on this form as well as their position and rank. • Submit copy of proctor's military ID.
Library/ Librarian	Library worker or Librarian should be a full-time employee of the library.	<ul style="list-style-type: none"> • Submit web address of library • Submit a letter on library letter head from proctor verifying their contact information matching the information on this form. • Submit copy of proctor's military ID.

Web addresses should be provided on the following signature page

**Outside U.S.
 Student
 Proctor
 Signature Page**

Student and Proctor should complete this signature page and provide necessary information as required on previous Documentation page.

STUDENT PORTION

The student verifies that the proctor selected meets all criteria required in the Documentation and Proctor Definitions portion of this packet. The student also understands that they should follow all instructions and rules for the exam set by the class instructor and enforced/ensured by the proctor.

Any deviation from the exam rules, instructions, or time limit may result in penalties in the class including forfeiture of the exam grade or failure of the class. Check your class syllabus for your professor's policies about examination integrity.

The student also understands that any deviation from the policies set by DEN or use of a non-approved proctor will result in the class professor's notification.

Student Signature:		Date:	
Student Printed Name:			

PROCTOR PORTION

The proctor agrees to administer the exams to the student listed above and monitor the student's exams ensuring he or she follows all rules, instructions and time limits.

The proctor also verifies that all documentation submitted is correct and that they meet all eligibility guidelines stated in the Documentation and Proctor Definitions portion of this packet.

Main Web Address (if Required):			
Directory Web Address (if Required):			
Proctor Signature:		Date:	
Proctor Printed Name:			

Scan/Mail this document as specified to the DEN Exam Coordinator Office when completed.

Send along with all required documentation including copies of IDs as required and letters as required.

**For questions and submission instructions contact us at: 213-821-3136 or 213-740-9356
 or via e-mail at denexam@usc.edu**