

## **Making Arrangements for a Proctored Exam for ASTR110G**

### **Identify a suitable proctor**

Your astronomy examinations must be taken under the supervision of a proctor who is not a friend or relative.

You may use a proctor from any regionally accredited 2- or 4-year college. Most institutions have testing services available, or you may use a current staff or faculty member. Other possibilities include a public librarian or an elementary or secondary school teacher or school librarian, school superintendent, or principal, or a bank manager or a mayor or local council-member. A county extension agent may agree to serve as a proctor as well. You may also use a professional testing center such as Prometric Testing Services.

Military personnel may take examinations under the supervision of a commissioned officer of higher rank or an education officer.

Identify a proctor well in advance of the exam. If you are unsure how to find one, you may discuss your concerns with Dr. Vogt **well before Monday April 20, 2015**. If you are undecided, why not start with a local public librarian?

### **Arrange a time, date, and place for the exam**

Contact a person who qualifies as a suitable proctor to ask if s/he is willing to proctor the exam. If the person agrees, arrange a date, time, and place for the exam.

Select a **75-minute** block of time during **the week of May 4-8, 2015** when you are both available. Choose a safe, well-lit location in which to hold the exam (such as the proctor's academic institution or a library).

Fill out the Proctor Form, have the proctor sign it, and return it to Dr. Vogt **by Monday April 20, 2015**. You are responsible for submitting this form on time, and for paying any expenses involved (such as postage to return the exam).

### **Notification of approval for the exam arrangements**

Once your Proctor Form is received, Dr. Vogt will notify you via email if your proposal is approved. The midterm exam and instructions will be mailed to the proctor. If the proposal is not approved, you will need to begin the process again.

### **Take the exam at the proposed location and time**

Bring a photo i.d., two pens, and a calculator.

You will not be allowed to have access to a cell phone, pda, laptop, tablet, camera, or other communication devices.

It is your responsibility to notify the instructor and the proctor if you cannot take a scheduled exam.

## **Directions for Person Serving as Proctor of ASTR110G Exam**

Thank you for agreeing to proctor an examination for a New Mexico State University student in the ASTR110G course. The examination will be completed under your direct supervision. Policies and procedures for proctoring the examination are as follows.

### **Receipt of Exam**

A paper examination will be sent to you via the post **the week of Monday April 27, 2015**. Please acknowledge its arrival via an email (to [nicole@nmsu.edu](mailto:nicole@nmsu.edu)) immediately once it arrives. Keep the examination in a safe and confidential place.

### **Proctoring the Exam**

Please verify the student's identity with a picture i.d. S/he should be given up to **75 minutes** to work on the exam, during **the week of May 4-8, 2015**. While testing is occurring, please guard against academic misconduct.

- Monitor the student during the examination. Verify that s/he does not have access to a cell phone, pda, laptop, tablet, camera, or other communication device. (A calculator is fine.)
- The student should not have access to a textbook or any other supplemental materials.
- Please allow the student to take a reasonable bathroom break during the examination if one is needed.

### **Returning the Exam**

At the completion of the examination, please collect the exam and do one of the following:

- Scan the exam and email the file to Dr. Vogt at [nicole@nmsu.edu](mailto:nicole@nmsu.edu). Hold the original exam in a safe place until she confirms that a readable copy was received, then destroy it.
- Fax the exam to Dr. Vogt at (575)646-1602. Hold the original exam in a safe place until she confirms that a readable copy was received, and then destroy it.
- Mail the exam to Dr. Vogt. The student is responsible for reimbursement for an envelope and postage, and for pre-addressing the envelope to Dr. Vogt.

Please send an email to Dr. Vogt at [nicole@nmsu.edu](mailto:nicole@nmsu.edu) immediately once you have sent the exam, so that she knows to expect it via the mail, email, or fax. Thank you for your assistance!

## **Proctor Form for ASTR1110G FINAL EXAM**

COURSE INSTRUCTOR: Professor Nicole Vogt  
INSTRUCTOR PHONE: (650)336-7916  
COURSE # AND TITLE: ASTR110G: Introduction to Astronomy  
EXAM DATE & TIME: The week of May 4-8, 2015, for a single period of 75 minutes.

STUDENT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PRIMARY PHONE: (\_\_\_\_) \_\_\_\_\_ OTHER PHONE: (\_\_\_\_) \_\_\_\_\_

PROCTOR NAME : \_\_\_\_\_

TITLE: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: ( \_\_\_\_ ) \_\_\_\_\_ FAX NUMBER: ( \_\_\_\_ ) \_\_\_\_\_

I agree to serve as a proctor for this student and to prevent academic misconduct. I certify that I am not a friend or relative of this student. I agree to abide by the directions provided with this form. I plan to ( email / fax / post ) the exam upon completion. The exam will take place at the following date and time: \_\_\_\_\_.

PROCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The **student** is responsible for sending this completed form to Dr. Vogt **by Monday April 20, 2015**. It may be scanned and sent via email (to [nicole@nmsu.edu](mailto:nicole@nmsu.edu)), faxed to (575)646-1602, or sent via the post to the following address:

Nicole Vogt  
New Mexico State University, Astronomy Department: MSC 4500  
Las Cruces, NM 888003