

Exam Proctor Nomination

FOR ONLINE CFRM STUDENTS

Thank you for agreeing to supervise one or more exams on behalf of a Computational Finance & Risk Management student at the University of Washington. Your participation in the learning process is essential to maintaining the high academic standards of the program and its flexible delivery options. Please review the information below and confirm that you are willing and able to perform the duties of an exam proctor.

Requirements

- Proctors must not be involved with students in a personal relationship, including family members, spouses or significant others, personal friends, peer or subordinate coworkers, or any other relationship that might pose a conflict of interest
- Proctors must be able to read and speak English proficiently to understand and enforce the conditions of the exam
- Proctors must be available to monitor the student in person for the duration of all applicable exams (please note that each course typically has one or two midterms and a final exam in a 10-week period; exact scheduling is often available with only a few weeks' notice)
- Proctors must have access to reliable internet connections, email service, and a document scanner capable of producing legible PDFs

Responsibilities of the Proctor

- Confirm the student's identity, using photo identification if not personally known
- Maintain the security and confidentiality of the examination until the time of the test, including ensuring that no copies are made or distributed other than printing one for the student and creating a scanned copy to return
- Enforce all restrictions placed on the exam, including allowable time, use of books or notes, or access to internet or software resources as appropriate
- Collect all papers used by the student, including the questions, responses, and any scratch paper used, all of which must be scanned and returned to the teaching assistant (TA)
- Notify the course TA immediately by email of any irregularities or issues with the exam
- Scan, verify legibility and completeness, and return a PDF of the exam materials by the submission deadline
- Destroy all copies, paper and electronic, of the exam, when instructed to do so

EXAM PROCTOR AGREEMENT & VERIFICATION FORM

The undersigned student and proctor agree to follow all examination rules, requirements, and restrictions. The proctor agrees to assume the responsibilities listed on page one without exception. The student acknowledges that any failure to adhere to the proctoring requirements or any abuse of the proctor method is a violation of the UW academic code of conduct and will not be tolerated in the CFRM program.

Exams will be released to the proctor by email approximately 24-48 hours before the administration time arranged by the student. Students are not expected to be available for examination before 8:00am or after 8:00pm local time. A complete list of relevant details, including length of exam and any allowed materials, will be included. Unless otherwise indicated, students may **not** use any books, notes, calculators, or computers during the exam—only blank paper and pen.

After collecting and scanning the documents and ensuring that all pages were scanned, fully legible, and in the correct order (scratch/note papers can be in any order at the end of the file), proctors should retain the original paper copy but should not make photocopies. Proctors must submit the completed exam to the designated course email address prior to the submission deadline designated on the exam email. If no time zone is specified by the course TA, the US Pacific time zone will apply. Exams will not be accepted from students directly.

Do not copy the student on the submission email—students are not permitted to retain copies of the exam materials for any reason. The proctor may maintain a single electronic copy of the submitted PDF in case of a need to resubmit. The course TA will confirm receipt of the PDF and provide instructions on deleting or destroying the two copies retained by the proctor.

Proctor: I understand and agree to these conditions and will carry out the responsibilities of an examination proctor in accordance with these terms. I have supplied a business card or a note on official letterhead providing my complete contact information for the student to return with this form.

Proctor name (please print)	Proctor Title/Role (please print)	Proctor signature
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Company/Organization	Proctor telephone	Proctor email
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Student: I agree to follow the exam conditions and UW Academic Code of Conduct and attest that the proctor meets and will follow the listed requirements and conditions.

Student name (please print)	Student signature	Date
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