



KEISIE International University

PROCTOR APPLICATION FORM FOR OPEN BOOK EXAMINATION

This completed form should be **Scanned & Emailed also the hard copy to be sent in original** to Examination Department at: C/o- UB House, G-26 Chandroday Society, Opp. Golden Triangle, Stadium Road, Navjivan P.O, Navrangpura, Ahmedabad- 380014, Gujarat, INDIA at least 2 weeks before the exam date.

For any Assistance in filling the form call Student Support Team: +91 9377797968 or Email at operations@ima.edu.in

EXAMINATIONS WILL NOT BE MAILED WITHOUT ACCEPTABLE PROCTOR INFORMATION

INSTRUCTIONS

1. PRINT OUT this application.
2. Fill in the **STUDENT INFORMATION** and **PROCTOR INFORMATION** sections.
3. Give all pages to your selected proctor for his/her signature.
4. Email the Scanned copy to Examination Department at operations@ima.edu.in
5. Retain a copy of the completed form for your records.
6. You will receive an email from Student support Team notifying you of acceptance or rejection of your application.

STUDENT INFORMATION

Student Name: _____

E-mail Address: _____ Enrollment No: _____

Course Name: _____

Exam Start Date: _____ Exam End Date: _____

Exam Start Time: _____ Exam End Time: _____

PROCTOR INFORMATION (Kindly Attach Your Visiting Card If Possible)

Name: _____

Job Title/Position: _____

Institution where Title/Position is held: _____

Address: _____

City: _____ State: _____ Pin Code: _____

Business Phone Number (**required**): _____ Extension: _____

Business Fax Number (If Any): _____

E-mail Address (**required**): _____

Alternate E-mail address (if one exists): _____

Relationship to Student: _____



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PROCTOR CRITERIA

In order to be approved as a proctor, the individual must meet one of the criteria listed below. The chosen proctor will not be approved if he or she is a relative, a friend, an KIU student or a co-worker. Please check one:

- Supervisor with Some university or Institute
- Resource/General Manager within your or any firm
- Corporate Instructor within your or any firm
- President/Vice-President within your or any firm
- Principal or Superintendent of an Educational Institution, either public or private
- Official Testing Service of an Accredited University or College
- Certified College Instructor
- School Guidance Counselor
- Librarian
- Military Educational Officer
- Clergy
- Law Enforcement Officer (Sergeant, Lieutenant or Captain only)
- Official Learning/Tutoring Center
- Other – Please specify in detail _____

PROCTOR GUIDELINES

A person willing to accept the position of proctor must be a trusted individual who can take on a supervisory role in the administration of any examination or assignment. The responsibilities of a proctor are outlined below. All proctors are expected to adhere to these guidelines.

1. The student is responsible for making initial contact with the proctor to make the necessary arrangements for taking the examination.
2. Please verify the identity of the student with a valid driver's license or other acceptable form of photo I.D.
3. The student may not view the examination prior to the date/time arranged for taking the examination.
4. Please maintain an appropriate environment for taking the examination, free of distractions and comfortable for test taking. The location can be agreed upon between the student and proctor.
5. The student is responsible for bringing any necessary supplies, such as pens, pencils, calculator, etc.
6. The exam is open book, meaning that the course text, student notes, calculators and the online course resources may be used.
7. The student should not be left unattended at any time during the course of the examination.
8. The student is not allowed to print out or copy any questions down during the examination for use thereafter.
9. The student may not communicate with others during the exam via IM, email, postings to the course discussion board, or other means. (However, discussion boards, assignments and all course resources remain available for students to access.)
10. The student must adhere to the **time limit** restrictions on the examination unless otherwise noted.
11. The proctor is responsible for recording the time the examination was started and the time the examination was completed on the Student/Proctor Verification Form. This student will provide this form.
12. Upon completion of the examination, the student and proctor are required to completely fill out the Student/Proctor Verification form.
13. The proctor is responsible for returning the Student/Proctor Verification Form (Scanned) via Email, hard copy by speed post at IMA and retaining a copy for his/her records. An examination received without the Student/Proctor Verification Form **will not be valid**.

NOTE: Any fees charged by the proctor will be the responsibility of the student.



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VERIFICATION

I, the above named proctor, hereby verify that all information on this application is true to my knowledge. I will assume my role as proctor in a professional manner and adhere to all *Proctor Guidelines* when administering an examination.

Proctor Signature: _____ **Date:** _____

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