



8. Should a student be unable to locate a suitable location to write a computer-based examination due to the unavailability of appropriate computers, the matter will be resolved at the DE/CE course manager or program coordinator.

#### Procedure

1. The Proctor Form will be distributed to the students along with course materials at the start of the course.
2. The student will locate a proctor and site and inform The Michener Institute, in writing, as per the deadline indicated in the course materials. Should The Michener Institute not approve the proctor and/or site, the student must locate an alternate proctor and/or site. Note that sites must provide the appropriate technical equipment required for the course.
3. The proctor will complete the "Proctor Form" (attachment 2) and return it, using the envelope provided, to The Michener Institute within 1 week of receiving it from the student.
4. The Michener Institute will then forward the examination materials to the proctor.
5. During the exam the student will:

Follow the Examination Rules and Regulations booklet on the cover of the examination

Sign the cover of the exam, acknowledging the examination rules and regulations and the following statements on the cover of the examination booklet:

- a) "I have been informed of the examination regulations and am aware of any repercussions as a result of my actions during the examination."
- b) "THIS EXAM WILL NOT BE MARKED UNLESS SIGNED BY THE STUDENT"

6. The proctor will put all examination materials in the return courier envelope provided and return it to The Michener Institute within 24 hours of the exam date.

# **POLICY HANDBOOK**



**ATTACHMENT 2:**

**PROCTOR FORM**  
Please fax