



## Proctor Agreement and Instructions

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

Time of Exam: \_\_\_\_\_

- I agree to supervise the above student during his/her final exam for the course listed above for Toronto eSchool. As an Exam Proctor, I will ensure that the following items are in place from the time the student opens the exam to the time the student submits the exam (clicks on Submit button):
- The student has a quiet area, the use of a computer and internet access to complete the exam.
- The student does not access any course material, notes, textbooks, other software or internet sites while writing the exam. Only the exam will be open on the computer screen
- The student's desk area as well as the floor area by his/her feet is clear. The only permitted items include pencils, pens, blank paper for rough notes as well as a calculator. (if needed)
- The student's cell phone and other electronic devices are put away in an alternate location away from the exam write area. The student is not permitted to have any electronic devices on his/her desk or on his/her person
- The student does not communicate with anyone, in any form, during the exam. **If there is a problem with the exam the student can let the Proctor know and the Proctor will contact the Toronto eSchool Principal, Daniel Bowyer, at (905) 601-8010 or Wechat (EverRobert1)**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Exam Administration instructions:

1. Ensure the above items are in place in the exam area.
2. Ask the student to log into the Toronto eSchool website and open his/her course.
3. Ask the student to scroll to the bottom of the course and click on the Exam link.
4. Enter the password for the exam (keep confidential).

**Please return this signed form to [admin@torontoeschool.com](mailto:admin@torontoeschool.com). The exam password will be emailed to you upon receipt of this signed agreement.**