

Note: Students must inform both Toronto eLearning School and their Teachers when they intend to write their final exam.



Toronto eLearning School

PROCTOR APPROVAL APPLICATION

Scan the completed application and attach it as a *pdf* or *jpg* and e-mail to: **exam@torontoelarningschool.com**

A. STUDENT INFORMATION – PLEASE PRINT CLEARLY				
Last Name		First Name		
Course Name				
Course Code (ie. MHF4U)		Teacher		
Exam Date		Exam Location		
Exam Time		Parent/Guardian Email Address (If student is under the age of 18)		
Expected exam date, time and location are required, but may be changed after your request has been approved				
Do you have an existing Individual Education Plan (IEP) with TES?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p style="text-align: center; color: red;"><i>Please affix a copy of your Proctor's business card here, or forward a copy as an attachment if available.</i></p> <p><i>You MUST provide at least one of the following:</i></p> <ul style="list-style-type: none"> - <i>A copy of the Proctor's business card (in the space provided here).</i> - <i>A letter of employment from the Proctor's employer (attached to an email).</i> - <i>A business website where the Proctor's employment can be confirmed on a staff directory (space for this is provided in the Proctor Information section below).</i> 	
Has this proctor been previously approved for an exam with TES?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Is the proctor on TES's list of Pre-Approved Proctors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Proctor Checklist – proctor must meet <u>all</u> requirements: <input type="checkbox"/> has non-generic email address provided by place of employment; <input type="checkbox"/> is not a relative of the student; <input type="checkbox"/> is not a tutor or a student; <input type="checkbox"/> has a university degree or college designation; <input type="checkbox"/> has provided a valid business card or can verify employment by other means such as letter of employment or website listing (attached to this application)				
<p>I, the student, agree to: (1) follow the TES <i>Proctored Exam Procedures</i> as outlined in my Course Content, (2) arrange a Proctor who meets all set requirements and set up a date, time and place for my exam, (3) pay for any proctoring service fee, and (4) submit this completed <i>Proctor Approval Application</i> to exam@torontoelarningschool.com at least 5 days before my proposed exam date. <i>To the best of my knowledge, the information in both the Student and Proctor Sections, are correct:</i></p> <p>_____ Date _____</p>				
B. PROCTOR INFORMATION – PLEASE PRINT CLEARLY AND REVIEW PROCTOR REQUIREMENTS BEFORE SUBMITTING				
<i>To be completed by the student concerning the chosen Proctor.</i>				
Please indicate Mr./Mrs./Ms./Miss or other title: _____				
Last Name		First Name		
Business Name		Title or Occupation		
Business Address		City, Country		
Post-Secondary Degree (ie. BSc)		Business Website (to confirm employment)		
OCT# (if teacher)		Preferred Phone Number <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		
Proctor Email Address				
<p>EMAIL ADDRESS REQUIRED: The email address MUST be issued by the Proctor's workplace. Generic or Internet provider addresses will NOT be approved. <i>✓ Acceptable Example: lisa@companyname.com * Unacceptable Example: lisa@gmail.com</i></p>				
C. OFFICE USE ONLY				
Prerequisite Met: <input type="checkbox"/>	Proctor Approved: <input type="checkbox"/>	Password: _____	Length: _____	Pre-Approved Proctor: <input type="checkbox"/>
PAA Received	PM Sent to Proctor	Exam Notification	PM Received	