

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"/>
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"/>

Please affix a copy of your Proctor's business card here, or forward a copy as an attachment if available.

You **MUST** provide at least **one** of the following:

- A copy of the Proctor's business card (in the space provided here).
- A letter of employment from the Proctor's employer (attached to an email).
- 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).

Proctor Checklist – proctor must meet all requirements:

has non-generic email address provided by place of employment;

is not a relative of the student;

is not a tutor or a student;

has a university degree or college designation;

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)

I, the student, agree to: (1) follow the TES *Proctored Exam Procedures* 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 *Proctor Approval Application* to **exam@torontoelarningschool.com** at least 5 days before my proposed exam date. *To the best of my knowledge, the information in both the Student and Proctor Sections, are correct:*

Student Signature

Date

B. PROCTOR INFORMATION – PLEASE PRINT CLEARLY AND REVIEW PROCTOR REQUIREMENTS BEFORE SUBMITTING

To be completed by the student concerning the chosen Proctor.

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

EMAIL ADDRESS REQUIRED: The email address **MUST** be issued by the Proctor's workplace. Generic or Internet provider addresses will **NOT** be approved.
✓ *Acceptable Example:* **lisa@companyname.com** ✗ *Unacceptable Example:* **lisa@gmail.com**

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