School of Pharmacy
TEMPLE UNIVERSITY
Regulatory Affairs and Quality Assurance
Graduate Program

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Regulatory Affairs and Quality Assurance Graduate Program
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RA
QA

Proctoring Process Form

STUDENT AGREES TO THESE PROCEDURES:

1. I will complete, sign, and return the Proctoring Agreement form no later than the third class.

2. I will be responsible for obtaining the proctor and paying any fees (if applicable).

3. I will identify an acceptable proctor. Acceptable proctors consist of a professional supervisor, a testing site professional, a professor or teacher, or a library proctor. No friends, relatives, or current QA/RA students may be used.

4. I will select an acceptable test location. Acceptable testing places are a corporate work office (not a residence or home office), testing site, or library.

5. I will show photo ID at the start of the exam and observe appropriate conduct through the test.

6. During the exam, I will observe appropriate test procedures, which includes staying in the room. **Unless otherwise specified by written instructions on the exam**, **I will not** use books or notes; a cell phone; pagers or electronic devices; access the Internet; or contact anyone.

7. I will abide by Temple University's code of academic honesty. Submitting false information on this form or not following QA/RA policies for taking a proctored test constitutes academic dishonesty and is subject to disciplinary action. See: www.temple.edu/pharmacy_qara/plagiarism.htm

8. I will not discuss any content or aspect of the exam with students or work colleagues either verbally or through electronic means (email, Twitter, Facebook, pagers, etc.) before and after the exam.

9. I understand that any student without a signed Proctoring Agreement will not be evaluated for the exam and will receive a grade of zero.

Student Name: (print)_____Date:_____

Student Phone No:_____

Student Email:_____

Student Signature:_____

Course Title and Semester:_____

Course Instructor:_____
This page must be submitted with the Adobe Connect registration form. Sorry, but we cannot process your Adobe Connect registration without this Proctoring Process Form.