

**HAUPTMANN SCHOOL FOR PUBLIC AFFAIRS
MHL Program**

Written Comprehensive Examinations Proctor Information

To: All Students

We will need the following information about your **proctor two weeks** in advance of the examination:

After you arrange for your proctor, provide the information below directly to me:

NAME OF PROCTOR
COMPANY/ORGANIZATION
POSITION/TITLE
LOCATION
TIME ZONE
FAX #
PHONE #
E-MAIL ADDRESS OF PROCTOR:

Be sure to include your name and student ID# with this information. Email the above information to sherry.fontaine@park.edu .

I will be contacting your proctor to let him or her know what to expect regarding your examination.

Here is information on acceptable proctor sites and proctors:

Acceptable Alternative Proctor Sites:	List of Potential Proctors:
College or University **	Accredited College or University Faculty/Testing Center Administrators
K-12 Schools	K-12 School Teacher, Counselor or Administrator
Public Library	Certified Librarian
US Embassy	US Embassy Official
US Military Bases	Testing Control Officer/Unit Education Officer
Alternative Sites are limited to this list unless pre-approved by instructor and Park University Administration	

Excluded from approval as proctors:

- **Family/Relatives** (this includes extended family and in-laws).
- **Employers/Supervisors/Co-workers** (This includes anyone within the same school district, college/university system, or company).
- **Neighbors**
- **Friends** or other students
- **Clergy**
- **Adjunct Faculty Members**

**** Find a [testing center at a local college or university](#). Any fees associated with a non-Park proctor are the responsibility of the student.**

What you will need in the exam:

- Pencil or Pen
- A computer with Microsoft Word
- A computer that **IS NOT** connect to the Internet
- A jump drive or disc on which to save your exam, in order for the proctor to e-mail your examination directly to me Sherry Fontaine
sherry.fontaine@park.edu.

Rules for the Proctored Exam:

- There will be no books, notes or other reading material allowed in the building or exam. **For MHL students you will be allowed to bring the case study provided to you beforehand into the exam for reference.**
- Please limit items brought in with you to necessities (i.e. purses, medical equipment, canes). Backpacks and bags are not allowed
- All purses will have to be set on the floor or given to proctor
- Cell phones must be turned off and placed at the front of the room with the proctor
- There will be no talking during the exam
- Do not look at other people's work during the exam.
- During breaks, you must remain in the facility

Please let me know if you have any questions or concerns.