

The proctor will be responsible for supervising your exam and for submitting the completed exam materials to the e-Learning Central Office. Your proctor cannot be a family member and must be employed by an organization that can provide an institutional seal or letterhead. Please select a proctor from list of approved professions:

- Chartered professional accountants
- Chief Librarian
- Judge
- Justice of the Peace
- Lawyer
- Mayor of a city
- Medical Practitioner (Chiropractor, Doctor, Dentist, Optometrist, Veterinarian)
- Member of Parliament
- Member of Provincial Parliament (MPP)
- Notary Public
- Pharmacist
- Police officer (municipal, provincial, federal)
- City Councillor
- Principal or Vice Principal of an elementary or secondary school
- Teacher of an elementary or secondary school
- College Professor
- University Professor
- School Trustee
- Minister of religion authorized under provincial law to perform marriages
- Municipal clerk or treasurer who is a member of the Association of Municipal Managers, Clerks and Treasurers of Ontario
- Professional engineer

The proctor must affix the institutional seal or stamp to the bottom portion of this form, or provide a signed letter, on institutional letterhead, indicating the name and position of the proctor you are nominating.

The proctor must not live in your household and must not be a friend or relative.

- Proctor needs to be identified by the student during the first week of the classes.
- Exams will be emailed to an institutional email address provided by the proctor.
- Proctor verification by the e-Learning Central Office takes place prior to exam.
- If the proctor can not be verified due to incomplete contact information, the final exam will be conducted in a face-to-face format.
- The final exam will be sent to the approved proctor. The exam instructions to the student will be provided by the teacher.
- Report any changes of information about you or your proctor to the TDSB e-Learning Central Office in writing 10 days before the scheduled date of the exam.
- The e-Learning Central Office requires the proctor's contact information on the exam day and has the right to call while the exam is in process. Outages and other technical failures must be validated.
- Missing an exam requires a medical doctor's note **stating the medical condition that has prevented** the student from writing the exam.
- Where there is a discrepancy between the exam and course mark, the information will be reviewed by the administration.
- Students may be required to attend in person to demonstrate subject mastery.
- A proctor is required to scan the exam and email it to the e-Learning Central Office at eLearning@tdsb.on.ca immediately after the exam is complete. The completed, hard copy of the exam must be mailed to the e-Learning Central Office at 296 Pleasant Avenue, Toronto, ON, M2R 2R1 - within an hour of completion of the exam.
- **IMPORTANT: Students are not to be in possession of the exam at anytime following the end of the examination time.**

TO BE COMPLETED BY THE STUDENT

Please email the completed form to eLearning@tdsb.on.ca

TO BE COMPLETED BY THE PROCTOR (PLEASE PRINT)		
Student Name:	Student Number (9 digit number that begins with a 3):	
Course Code and Title:	Scheduled Exam Date:	
Proctor Name:	Relationship to Student:	
Institution Name:	Position at Institution:	
Institution Address (cannot be home address):		
City:	Province:	Postal Code:
Country:	Business Telephone (include the country and code):	
Institutional email Address (not personal email):		
<p>The information I have given on this application is complete and correct. I give the TDSB permission to release this information to the person writing the test, if necessary for TDSB administration.</p> <p>Nominated Proctor's Signature: _____</p> <p>Date: _____</p> <p>Institutional Seal or Stamp:</p>		
<p>THIS FORM MUST BE SIGNED BY THE NOMINATED PROCTOR Mail the completed form to the e-Learning Central Office at 296 Pleasant Avenue, North York, Ontario M2R 2R1</p>		