

**Note:** Students must inform both Toronto eSchool Principal and their Teachers when they intend to write their final exam.



## PROCTOR APPROVAL APPLICATION

Scan the completed application and attach it as a *pdf* or *jpg* and e-mail to:

**admin@torontoeschool.com**

Please note: the email must be sent from an external e-mail address, not your Toronto eSchool account.

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)		
<b>Expected exam date, time and location are required, but may be changed after your request has been approved</b>			
Do you have an existing Individual Education Plan (IEP) with TES?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<div style="border: 1px dashed gray; padding: 10px;"> <p style="color: red; text-align: center;"><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 <b>one</b> of the following:</i></p> <ul style="list-style-type: none"> <li>- <i>A copy of the Proctor's business card (in the space provided here).</i></li> <li>- <i>A letter of employment from the Proctor's employer (attached to an email).</i></li> <li>- <i>A business website where the Proctor's employment can be confirmed <b>on a staff directory</b> (space for this is provided in the Proctor Information section below).</i></li> </ul> </div>
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"/>	
<b>Proctor Checklist – proctor must meet <u>all</u> requirements:</b> <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)			
<b>I, the student, agree to:</b> (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 <a href="mailto:admin@torontoeschool.com">admin@torontoeschool.com</a> at least 2 weeks before my proposed exam date. <i>To the best of my knowledge, the information in both the Student and Proctor Sections, are correct:</i>			
_____ Student Signature		_____ Date	
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		
<b>Proctor Email Address</b>			
<b>EMAIL ADDRESS REQUIRED:</b> The email address <b>MUST</b> be issued by the Proctor's workplace. Generic or Internet provider addresses will <b>NOT</b> be approved. ✓ <i>Acceptable Example:</i> <a href="mailto:lisa@companyname.com">lisa@companyname.com</a> ✗ <i>Unacceptable Example:</i> <a href="mailto:lisa@gmail.com">lisa@gmail.com</a>			
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