

## PROCTOR APPROVAL APPLICATION



Section I: STUDENT INFORMATION (completed by Student)		
Last Name:	First Name:	
Parent/Guardian Name and Contact (If student is under the age of 18):		
Course Name:	Course Code (i.e. SCH4U):	
Exam Date (mm/dd/yyyy):	Exam Location:	Exam Time:
Section II: PROCTOR INFORMATION (completed by Student, on behalf of the proposed Proctor)		
<p><b>Important Information:</b> All OnStudy Academy (OA) Proctors <u>must</u>:</p> <ul style="list-style-type: none"> <li>have a non-generic email address (i.e. not gmail/yahoo etc.)</li> <li>not be a student or a tutor</li> <li>have either a University Degree or College Designation, from a recognized higher learning institution that can verified (i.e. by submitting scanned copies of degree/diploma)</li> <li>be able to provide verifiable proof of employment (i.e. letter of employment, website address with a staff directory, business card etc.)</li> <li>not be a relative of the student</li> </ul> <p><b>Note:</b> by completing and submitting this form within 14 days of the proposed exam date, the student identified in Section I agrees to comply with all OA Proctored Exam Procedures, as outlined on the onstudy.ca web site.</p>		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		
Last Name:	First Name:	
Title or Occupation:	Place of Employment:	
Business Address:		
Business Website:		
OCT# (if licensed teacher in ON):		
Proctor Email Address:		
Proctor Telephone Number: <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work		
SECTION III: OFFICE USE ONLY		
PAA Form Received (mm/dd/yyyy):		
Proctor Credentials Reviewed:		
Proctor Credentials Confirmed (mm/dd/yyyy):		
Proctor Approval (mm/dd/yyyy):		
Additional Notes:		