

Student Procedure for End of Semester Tests

Review the guidelines below and return the form to allow your student to take an end of semester test with an independent proctor.

Independent Proctor Responsibilities

You must find an individual who is willing to proctor the student's end of semester test for their course(s). A certified teacher is the best choice, but you may also choose a neighbor, family friend or librarian at the public library. EdOptions Academy™ is not responsible for any negotiated payment of proctor.

Note: The proctor cannot be a relative or have any relation to the student.

As an approved proctor for an EdOptions Academy™ student, you agree to provide the following services:

- You agree to proctor the end of semester test for each course the student is taking.
- You are 21 years of age or older and not a relative of the student.
- You and the student's guardian agree to provide a safe and secure place to take the test(s).
- You agree to be present with the student for the full duration of their test(s).
- You agree to monitor the student to ensure no other websites or electronic devices are being accessed during the test. The student may use handwritten or typed notes (nothing photocopied) and a calculator only.
- You agree the student will start and finish the test as soon as it's activated and then grade it during one sitting. If the student is unable to complete the test in one sitting, you are responsible for contacting the Academy Support team to have the test locked until a later time for them to finish.
- You agree to ensure the student has submitted the test for grading before departure.

Proctor Registration

1. Fill out the Proctor Information Form below providing the requested information. Fax or email the form to the Academy Support Team. **We will not accept forms that are incomplete and/or unsigned.**
Email: proctor.proctor@edmentum.com
Fax: (952) 229-0368
2. You will receive an email confirmation within four business hours of submission. Please allow up to 24 hours confirmation for faxes.
3. **The proctor and student will receive email confirmation once the form has been received, approved, and processed. If you do not receive this confirmation after 24 hours, please contact the Academy Support team at support.academy@edmentum.com to see if they have received it and/or resubmit the form.**

Student preparation for the exam

- Students should take the exam while in a safe and monitored environment to protect the data integrity of the exam.
- Students should plan to take the test at least one day before the end date of the course.
- Students can use an unlimited amount of handwritten or typed notes (nothing photocopied).
- The completion time of the test will vary by course and student. There is no time limit for the exam.

Unlocking the exam

- On the day of the test, when the student is ready to begin, the proctor and student need to contact the Academy Support team to unlock it.
- The support representative will need to speak to both the proctor and the student on the same phone line. They will be required to answer security questions/information before the exam can be unlocked.

Academy Support

Hours: Monday – Friday, 7am – 6pm CST

Phone number: 866-890-8153, option 4

After the exam is completed

- For most end of semester (EOS) tests, the system will automatically issue a grade immediately. Some tests require a teacher graded section.
- Students will be able to go back and resubmit any work in the course for a higher grade as long as they have time left in their course and the assignment has only been submitted once so far.
- Students can contact their EdOptions Academy teacher to request resets on assignments they wish to resubmit (except for the end of semester test).

Retakes

- Students will be allowed to retake the end of semester test once, regardless of the first score made. We will keep the best score of two attempts.
- The retake cannot take place on the same day it was originally taken. A retake can be requested as early as the following day.
- EdOptions Academy teachers cannot reset end of semester tests.
- To reset the end of semester test, contact the Academy Support team at 866-890-8153, option 4.

Proctor Information Form

Directions: All fields are required. Complete the form, print, and then sign. Then, fax to (952) 229-0368 or email a scanned copy to proctor.proctor@edmentum.com. **We will not accept forms that are incomplete and/or unsigned.** This information is not sold or used for marketing purposes.

Student Information

First Name: [Click here to enter text.](#)

Last Name: [Click here to enter text.](#)

Proctor Information

First Name: [Click here to enter text.](#)

Last Name: [Click here to enter text.](#)

Employer: [Click here to enter text.](#)

Job Title: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Click here to enter text.](#)

Zip Code: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

Please answer only **one of the questions below. This question/answer combination will be used to verify your identity when the end of semester test is unlocked.**

What is your maternal grandmother's maiden name? [Click here to enter text.](#)

In what city or town did your mother and father meet? [Click here to enter text.](#)

What school did you attend for sixth grade? [Click here to enter text.](#)

Library Information

If the student will be going to a local library to take the end of semester test, please complete the section below including up to three librarians who may be asked to be proctored. Otherwise, just complete the Proctor Information section above.

Library Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Click here to enter text.](#)

Zip Code: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Librarians: [Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

I agree to provide proctoring for the above student. I verify that all information above is truthful and accurate. I'm 21 years of age or older and a non-relative of the student. I further verify that I am not a fellow student, roommate, nor immediate supervisor of the student. I agree to follow the proctoring guidelines and to faithfully assure confidentiality of materials entrusted to my care.

Proctor Signature: _____

Date: _____