



**Instructions:** Type or Print your information on this form.

**SECTION A. To be completed by the student**

**1. Student Contact Information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
FNU E-mail Address

\_\_\_\_\_  
Work Phone

FNU Class Number : \_\_\_\_\_ CFNP       CNEP       CWHCNP

**2. The Individual I Am Submitting for Approval is:**

- |  |  |
|--|--|
| <input type="checkbox"/> Librarian               | <input type="checkbox"/> Testing Administrator at a College                                  |
| <input type="checkbox"/> Instructor at a College | <input type="checkbox"/> Testing Administrator at a Private Testing Service                  |
| <input type="checkbox"/> FNU Preceptor           | <input type="checkbox"/> Military Learning Center or Officer of Higher Rank than the Student |
| <input type="checkbox"/> Nurse Administrator     | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Nurse Educator          |  |

**3.** I, the student named above, agree to the following: (1) to locate a proctor and to set up an appointment for my course exams; (2) to arrange for fee payment for the proctoring services, if any; and (3) to submit this form to the proctor for completion and to provide him/her the instructions. The information in Section A is correct to the best of my knowledge.

\_\_\_\_\_  
Student Signature (please sign with pen)

\_\_\_\_\_  
Date (please sign with pen)

**SECTION B. To be completed by the proctor**

**1. Proctor Contact Information:**

\_\_\_\_\_  
Proctor Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Place of Employment

\_\_\_\_\_  
Position

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Work Street Address

\_\_\_\_\_  
Work City

\_\_\_\_\_  
Work State

\_\_\_\_\_  
Work Zip

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Fax

Security Question: City and State where you were born.  
(The security question will be used by the Frontier faculty/ staff when needed to verify your identity.)



## 2. Examination Security Policy and Procedure for Paper Based Proctored Exams

This policy is in effect only for students requiring an authorized accommodation that includes the necessity of a paper-based exam. See **Americans with Disabilities & Learning Disabilities**

- Students are not to discuss the contents of any examination, including the Comprehensive Examination, with anyone other than the responsible faculty.
- A test is not to be opened by the student until the student and the proctor are ready for the student to take the examination.
- Examinations are treated as confidential material. This means students do not make a copy of any examination in any form.
- Only the proctor is responsible for receiving and photocopying examinations. Students may never be involved in this process.
- The proctor must prepare an examination for mailing. The student may only handle a completed examination after the proctor has placed it in an envelope and both the proctor and student have signed the sealed flap.
- The use of a computer is not acceptable for any examinations.

The FNU relies on examination proctors to ensure the academic integrity of the School's examinations. By agreeing to proctor examinations, the Proctor takes personal responsibility for the security of the examination material. Acting as a proctor for a nurse-midwifery or nurse practitioner student is an act of professional volunteerism. Without such volunteerism, the FNU would not be successful. The examination proctor may be a nurse-midwife or nurse practitioner in the clinical setting where the FNU student will acquire clinical experience or a nursing supervisor or administrator, an educator, a testing administrator, a military officer of higher rank than the student, or a librarian. Testing centers may be utilized, although they often require a fee. Other types of individuals may serve as proctors but must be approved by the student's Program Director. The proctor cannot have a personal relationship with the student. A personal relationship is defined as a relative, close friend, a person the student is dating, or any person living in the same household as the student.

The FNU student identifies an appropriate examination proctor and supplies the proctor with the Proctor Approval Application. If the student's clinical preceptor is going to be the proctor, the preceptor must still complete the Proctor Approval Application. Other CNMs or NPs in the proctor's practice or office personnel may not be substituted unless they have also completed the Proctor Approval Application. After the proctor has applied and been approved, the FNU Academic Resource Coordinator sends the proctor a letter announcing the approval.

If a proctor's address changes, the proctor must contact the Academic Resource Coordinator. Address changes for proctors cannot be submitted by students.

Examinations will be automatically sent to the proctor at the end of the Add/Drop period. Students who live outside the United States or who plan to take examinations in the first two weeks of the term should contact their Program Director to discuss the possibility of special arrangements for the mailing of their examinations. Students who need to change proctors should e-mail [exams@frontierschool.edu](mailto:exams@frontierschool.edu) immediately to arrange to have their examinations held until the new proctor has been approved. Once a new proctor is approved, the student's examinations will be mailed within five (5) business days. If a student withdraws from a course, the proctor will be notified in writing and must destroy all examinations for that course.

The proctor provides the student with a quiet room, devoid of reference materials and computers, where a closed book examination may be completed. After the examination is completed the proctor ensures its secure return for grading by course faculty. It is the student's responsibility to provide the grader's name and address and mailing materials and to pay any charges for copying and for mailing. The student should bring a stamped and addressed envelope to the examination. The proctor's return address should be on the envelope, not the student's.

Specific duties of the proctor begin with the receipt of the examination. The proctor:

1. Checks the examination(s) to ensure that each has the correct number of legible pages.
2. Contacts the FNU Academic Resource Coordinator at (606) 672-2312 for assistance if an examination is incomplete or poorly photocopied.
3. Keeps the examination(s) in a locked, secure place until administration.
4. Ensures that the examination site is free of distractions and reference materials. Students may bring writing implements and blank paper to the examination, but no books, laptop computers, notes, or other references.
5. Reviews the number of questions, possible number of points, and time allotted for the test with the student before administering.
6. Reminds the student periodically during the examination of time limits.
7. Photocopies the completed examination. The student should not be involved in the photocopying process.
8. Places the photocopy of the examination in a sealed envelope and locks it in a secure area.
9. Signs the statement on the examination indicating that the Examination Security Policy and Procedure have been followed.
10. Places the original examination in the stamped envelope addressed to the examination grader, which was provided by the student. The return address should be that of the proctor.
11. Seals the envelope and signs the sealed flap of the envelope.
12. Has the student sign the sealed flap of the envelope if the student will be mailing the examination. The student's signature on the sealed flap of the envelope is not required if the proctor will be mailing the examination.



Frontier Nursing University  
**PROCTOR APPROVAL APPLICATION**  
(CONT.)

13. Mails the envelope to the faculty grader within one business day of the examination's administration. The proctor may permit the student to mail the examination only if after the envelope has been sealed it is signed by both the proctor and the student. It is recommended that examinations be sent via Priority Mail with Delivery Confirmation. Do not send material by overnight mail, certified mail, or any other mechanism that requires a signature. If the faculty member is not at home, it can delay receipt of the examination and can result the examination being returned to the proctor.
14. Destroys the examination photocopy after the student receives the examination grade. The student should notify the proctor as soon as the grade is received.
15. If a student drops a course during the Add/Drop period, the proctor will be notified in writing and must destroy all examinations for that course.
16. In the event that a student takes a Leave of Absence, changes proctors, or withdraws from the FNU, the proctor will be notified in writing and must destroy all examinations.

**3. I Certify That:** (1) To the best of my abilities, I will uphold the FNU Honor Code and follow the Exam Security Policy and Procedure; (2) The information in Section B is correct to the best of my knowledge.

\_\_\_\_\_  
Proctor Signature *(please sign with pen)*

\_\_\_\_\_  
Date *(please sign with pen)*

## **SECTION C. To be completed only after A & B.**

### **1. Return Completed Form To:**

FNU Academic Resource Coordinator  
Frontier Nursing University  
P.O. Box 528, 195 School St.  
Hyden, Kentucky 41749  
FAX: (606) 672-3776

**If you have any questions, please call: (606) 672-2312**