

TPS Proctor Form Instructions (pdf)

Revised September 13, 2023

A parent is required to proctor this exam in accordance with the TPS Proctoring Guidelines:

<https://support.at-tps.org/doc/exam-proctoring-guidelines>

The Proctor Verification Form has these purposes:

- The student has studied and is ready to take the exam in a single sitting with no breaks in a condition and environment that maximizes the opportunity for success.
- The exam is taken in a single sitting with no breaks to provide a valid exam result.
- The student does not have access to the exam or its contents prior to the single sitting session and does not provide other students with information about the exam afterward.

General Instructions for Working with PDF Documents

<https://support.at-tps.org/doc/pdf-assignment>

Instructions for Completing the Form

1. This form and these instructions are for exams as PDF documents. If the exam is a docx document, please use the docx version of the form and instructions in the link above.
2. Complete the Proctor Verification Form below in accordance with the TPS Proctoring Guidelines.
 - a. Print page 2 of this document.
 - b. Complete the Verification Form page with a black ink pen.
 - c. Scan the signed form to a new PDF document.
 - d. Save the scanned document to the same computer or device where the student's completed exam is saved.
3. Use a PDF application to merge the signed Verification Form PDF document with the student's completed exam PDF document. The verification form should be the top page of the combined PDF document.
4. Save the combined PDF document as the final version of the exam to be submitted.
5. Submit it and then verify it in accordance with the TPS Proctoring Guidelines.

TPS live support is available to guide the proctor through any of these processes and verify the final document submission.

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The signature affirms each of the following for this particular exam without modification or exception:

- Proctoring starts from the moment the student has access to the questions and ends after the student has submitted the answers and all physical and digital artifacts of the exam have been destroyed.
- The student did not access the test or its contents prior to the single sitting (no breaks) session.
- Prior to the single sitting (no breaks) session, the student was not provided information about the test or guided preparation for the test.
- A testing environment was established that allowed the parent to observe the student for the entire duration of the test.
- Prior to the exam, the student was instructed that all answers provided on the test must be the student's own original work not substantially derived from another source – including texts, web sites, peers, parents, or any other.
- The test was taken in a single sitting without breaks from the point where the student had access to the test questions through the point where the student submitted the final answers to StudyPlace.
- Except for specific written exceptions provided by the teacher, the test was taken without access to books, notes, online information, or human assistance. Exceptions that may include the use of a calculator and/or formula sheet will be provided in writing in the StudyPlace instructions.
- At no point during the testing session was any portion of the test copied physically or digitally to be used or shared. The student was not given the opportunity to pass any portion of the test to other students, and other students were not given access to the test.
- At the completion of the test, the student was reminded not to share any information about the test in any form with other students.

Start Time (Local) - The time when the single sitting (no breaks) exam environment was set, and the student was first provided with the exam.

Stop Time (Local) - The time when all parts of the exam are complete and reviewed so that no further changes may occur. All parts of the exam must be submitted immediately under proctor oversight prior to ending the proctored exam session.

Start Time (Local) _____ **Stop Time (Local)** _____ **Total Time** _____

A signature below indicates compliance with the above guidelines and affirmation of the start and end times and the destruction of all physical and digital artifacts of this exam.

Parent Signature: _____ Date: _____ Time Submitted (Local): _____