



CNU PROCTOR POLICY

CNU requires that at least one exam, typically the final exam, be taken under the supervision of a proctor for each course. You are expected to submit to the University for approval, the name of a proctor, their address, and their means of contact.

A proctor should be a member of your community that holds a position of integrity, such as a workplace supervisor, a librarian, teacher, minister, rabbi, law enforcement officer, etc.

Restrictions Regarding Designation of Exam Proctor:

1. The proctor must be at least 18 years old
2. The proctor must not be a friend, family member, or anyone related to you by blood or marriage
3. The proctor must not be currently enrolled at CNU
4. The proctor must not reside in the same household as you
5. The proctor must not be a colleague whose work you supervise

Rules for Proctored Exams:

1. The site for taking any exam is to be approved by CNU. However, the exam cannot be taken or administered at the student's home
2. Proctors shall arrange a suitable, secure, well-lighted area to administer the proctored exam
3. Students shall provide two (2) pieces of identification: one piece of photo identification (e.g. state-issued driver's license /ID card, U.S. Military ID, passport, national identity card) and one piece of identification with the student's name on it (e.g. bill in student's name, credit or debit card, library card). If the student cannot provide appropriate identification, the student shall not take the exam
4. Exams are not allowed to be copied or taken home by anyone. No one other than the proctor and the student shall view the proctored exam and the two are only allowed to see it at the time of testing
5. The student is not allowed any contact with the completed exam. If the student has contact with the completed exam, the student will receive an "F" for that exam