

# Proctored Testing Form for Oakwood University Dietetic Internship Program

Please complete the information listed below:

INTERN NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

MAILING ADDRESS (include city, state and zip): \_\_\_\_\_

\_\_\_\_\_

COURSE # AND TITLE: FS 495/FS496 Dietetic Internship \_\_\_\_\_

EXAM (example: Form Service; Community 1, Clinical 1, Exit 1, etc):

\_\_\_\_\_

Examinations must be taken under the supervision of a proctor. Exams must be proctored by a College/University faculty member or a local librarian. Military personnel may take examinations under the supervision of a commissioned officer. If you have any questions, you should contact Dr. Marta Sovyanhadi at [msovyanhadi@oakwood.edu](mailto:msovyanhadi@oakwood.edu) or (256) 726-7228/9.

PROCTOR NAME /TITLE: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: ( \_\_\_\_ ) \_\_\_\_\_ FAX NUMBER: ( \_\_\_\_ ) \_\_\_\_\_

PROCTOR E-MAIL (REQUIRED): \_\_\_\_\_

I agree to serve as a proctor for the above mentioned intern and to prevent academic misconduct. I also agree to abide by the policies provided on page 2 of this form.

PROCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please return completed form to:  
(only this page should be returned)*

Oakwood University  
Family and Consumer Science Department  
ATTN: Marta Sovyanhadi  
7000 Adventist Blvd NW  
Huntsville, AL 35896  
or  
(256) 726-7232 FAX

## Directions for Person Serving as Proctor of Online Exam

Thank you for agreeing to proctor an examination for Oakwood University Interns. The examination will be completed online under your supervision.

Policies and procedures for proctoring online examinations are as follows:

### Password for the Examination

You will receive a password via email from Oakwood University Dietetic Internship program Director, Dr. Marta Sovyanhadi. Please keep the password in a safe and confidential place. You will need to enter the password in order for the student to access the examination. **Please type the password yourself and do not give the password to the student.**

### Examination Procedures

At the time agreed upon for the examination, the student will log into D2L to access his/her course. Upon following a link to the examination, he/she will be prompted to enter a password to gain access to the examination. At that time, you should enter the password that was sent to you via email. **Please enter the password yourself and do not give the password to the intern.** The password will allow access to the examination.

Please do not enter the password until the intern is ready to take the exam, as this starts the clock on the exam. Timed exams will deny access to the intern when the time expires.

While testing is occurring, please guard against academic misconduct.

- Monitor the student during the examination.
- The intern is allowed to have scrap paper, calculator, pen, and pencil.
- Unless specified on the examination, the student should not have access to the textbook or any other supplemental material or equipment.
- The student should have only one browser window open during the exam. In other words, the computer monitor should display the exam only, and no other parts of the course or other websites.
- The maximum time for the exam is 2 hours.

If you have any questions about this procedure, please contact Dr. Marta Sovyanhadi at [msovyanhadi@oakwood.edu](mailto:msovyanhadi@oakwood.edu) or (256) 726-7228/9 before the date of the examination. Thank you for your support.