Dear Prospective Proctor:

Students taking Michigan State University’s online courses CHE804 and CHE 805 (Foundations in Chemical Engineering I and II) must find a suitable local proctor to administer five/six quizzes and a final exam. If you are willing to serve as a proctor, please complete, sign, and return the attached proctor-agreement form. This attached form provides the instructor with your contact information, describes your professional affiliation, and clarifies your relationship with the student.

In general, CHE804 will have six one-hour quizzes one two-hour final exam, and CHE805 will have six 50-minute quizzes and one two-hour final exam. All quiz/exams will be open textbook(s). No other reference materials may be used, except for a limited number of sheets of notes, as specified in the quiz-specific instructions provided with each quiz. Students will provide their own clean paper, a pen/pencil, and a straightedge as needed to complete the exam. Students are allowed to use a simple scientific calculator. However, no other electronics, such as computers, tablets, cell phones, cameras, audio recording devices, or any device capable of Internet access or communication may be used.

Each student will have a calendar that lists the scheduled quiz/exam dates. It is the student’s responsibility to prearrange with you a time to take each quiz/exam within a week of the scheduled date. You will access the quiz at

https://www.egr.msu.edu/proctor-portal/

We ask that you provide a quiet space for the student to work and record the time the student starts. After the designated time, please collect the problem statement and student’s work. Do not leave the problem statement with the student because other remote students may take the exam subsequently. Scan an upload the student work to the portal for grading. After grading, the instructor will return the graded work and the problem statement to the student.

Online courses in which students take each quiz/exam at different times have special security issues. In addition, sometimes quizzes need to be rescanned due to poor scan quality/contrast. Please view the scan to assure adequate contrast and legibility before upload.

If you have questions about the expectations for administering the quizzes/exam, please feel free to contact the designated instructor:

ChE804: Professor Carl Lira, lira@egr.msu.edu, 517-355-9731
ChE805: Professor Mark Worden, worden@egr.msu.edu, 517-353-9015

We appreciate your considering helping a CHE804/CHE805 student achieve his/her educational goals by serving as a proctor.

Sincerely,
Professors Carl Lira and Mark Worden
Proctor Agreement Form

Please print, sign and then scan the completed form. If you do not have a scanner, consider the free version of the CamScanner, Office Lens, or Adobe Scan phone apps that will create a pdf from smart phone photos. Experiment with manual adjustment to the contrast for your lighting. Experiment using a desk lamp for lighting. Experiment with the flashlight on/off.

To return this document or to ask questions during the semester, please e-mail to the specified address use the designated e-mail subject to help us identify your message:

<table>
<thead>
<tr>
<th>Course</th>
<th>Email scan to:</th>
<th>Email Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChE 804</td>
<td><a href="mailto:lira@msu.edu">lira@msu.edu</a></td>
<td>MSU 804 Proctor</td>
</tr>
<tr>
<td>ChE 805</td>
<td><a href="mailto:worden@msu.edu">worden@msu.edu</a></td>
<td>MSU 805 Proctor</td>
</tr>
</tbody>
</table>

Note that quizzes and the final exam will be downloaded and student work will be uploaded to: https://www.egr.msu.edu/proctor-portal/. Additional instructions about use of the proctor web portal will be provided after we enter your information into the portal.

Student Name: ________________________________________________

Please circle the course being taken: ChE 804 or ChE 805

Sections below should be completed by the Proctor (Please print or attach business card)

Examples of acceptable proctors are administrators, instructors, or full-time staff members at schools or colleges, librarians, human-resource employees, ministers etc. Peer students, friends, relatives, subordinates, etc. are unacceptable as proctors.

You may attach a business card instead of writing contact information.

Proctor Name (Print clearly): ______________________________________

E-mail (print clearly): ____________________________________________

Company or Institution Name: _____________________________________

Mailing Address (no P.O. Box)

________________________________________________________________

________________________________________________________________

Telephone (include country code if outside U.S.) ______________________

By signing below, the proctor agrees that he/she has read the accompanying policy, has no conflict of interest in serving as a proctor for the student above, will enforce the stated time for quizzes and final exam, and will assure compliance with rules regarding materials permitted for use.

Signature: ____________________________ Date: ______________________

Position or Title ____________________________

Relationship to Student: ____________________________

This proctor agreement can be terminated at will by the proctor, student, or MSU by notification of all parties involved.