

Examination Supervisor Requirements

Before and During the Exam:

1. The supervisor **must check the student's identification** at the time of the examination. Picture identification is **required**.
2. The exam should be conducted **in an atmosphere conducive to good concentration** (good lighting, quiet, etc.).
3. The student **must not have access to any books, notes, or supplementary aids** unless specifically authorized by the examination.
4. The student must take the exam **in one sitting** within the time specified (usually two or three hours).
5. The supervisor **must personally observe** the student throughout the examination period and attest to the integrity of the examination.
6. The student is **not allowed to have a copy** of the exam or to copy any part of it.

Upon Completion of the Exam (at the end of the time allotted):

Immediately upon the conclusion of the time allotted for the examination, the supervisor will:

1. **Collect all the examination materials** from the student and place them in the pre-addressed envelope provided.
2. **Enclose the signed certificate** attesting to the proper administration of the examination.
3. **Mail the envelope** at once to the eCampus office.

If the examination is not taken within four weeks after it has been received, it must be returned unopened in the pre-addressed envelope.

Transferring Supervising Responsibility to Another Supervisor:

The supervisor may transfer the supervising responsibilities to **another professionally qualified person within the same institution or school system** by informing that person of the above requirements and by signing the certificate of transfer which is included with the examination. Professionally qualified persons include high school principals, school superintendents, and administrative officers or permanent faculty members (professor, associate professor, or assistant professor) of an accredited college or university. **The person must not be related to the student.**

If you feel that you cannot personally supervise the examination under these instructions, please decline the student's request. If you accept this responsibility, please indicate your acceptance by signing and completing the supervisor information on the front of this form.

(Upon receipt of this application, Ohio University reserves the right to reject a proposed supervisor or to require the use of its designated supervisor **in certain geographic areas.**)