Guidelines for Proctors

When an oral examination is conducted by telephone or videoconferencing with the candidate at a site distant from the University of Calgary, a Proctor must be present at the distant site to ensure the integrity of the examination. The Proctor may be a faculty member at the distant site, or a qualified member of private industry or government, and is the formal contact person during the examination. The Proctor must not be professionally or personally affiliated with the candidate.

The Proctor must:

- verify to the graduate program in writing, before the examination, that he or she accepts the responsibilities of the position. Fax or email is acceptable.
- ensure that only the candidate, the Proctor, examiners, and any necessary technicians are present at the site during the examination.
- ensure that the private deliberations of the Examination Committee, particularly after the oral part of the examination is concluded, are not heard or seen by the candidate at the distant site.
- within five days of the examination, provide a written report on the conduct of the examination to the Faculty of Graduate Studies. The report should indicate the time the examination started, the time it finished, and the names of people present in the room at the distant site during the examination. It should also address any procedural anomalies or technical problems that might have occurred during the examination (approximately one page).

Related Documents:

- Guidelines for Neutral Chair
- Guidelines for Oral Examinations with the Candidate at a Distant Location