



COLLEGE OF ENGINEERING & COMPUTER SCIENCE  
Division of Engineering Distance Education and Career Services (DEDECS)

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I, \_\_\_\_\_ understand that by agreeing to become an academic facilitator, I shall act on behalf of the Florida Atlantic University (FAU) faculty member, the FAU College of Engineering and Computer Science and the distance learning site director to enforce all applicable policies and procedures. I further understand that failure on my part to exercise this responsibility may result in the loss of distance learning site certification and/or academic penalties to enrolled students.

At a minimum I shall:

- Read all policy and procedure documents submitted by the DEDECS office.
- Abide by all requirements of an exam cover sheet, proctor all exams or quizzes and certify security.
- Give the DEDECS office prior notice of my absence and of arrangements made for a replacement.
- Note areas of administrative problems and communicate these to the DEDECS office as soon as possible.

I understand and freely assume these above.

\_\_\_\_\_  
Academic Facilitator (**Please Print Name**) Date

\_\_\_\_\_  
Company Title

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Work Telephone Work Fax E-mail

Proctoring following student(s):  
\_\_\_\_\_  
\_\_\_\_\_

## FLORIDA ATLANTIC UNIVERSITY – DISTANCE LEARNING

### REGULATIONS FOR ADMINISTERING EXAMINATIONS

The regulations and conditions must be rigorously observed in administering examinations in connection with Florida Atlantic University, College of Engineering and Computer Science credit courses. Any location that cannot administer examinations in accordance with these regulations and conditions must contact the Florida Atlantic University DEDECD office immediately.

1. Upon receipt, the exam(s) must be put in a secure location for safekeeping until the exam(s) is administered.
2. If for any reason the exam(s) cannot be administered at the scheduled date and time, agreement on alternative arrangements **MUST** be reached **IN ADVANCE** with the course professor.
3. No communication is permitted among the students taking the examinations unless specified in the instructions on the exam cover sheet.
4. Questions that arise during the exam(s) should be addressed to the professor. If circumstances prohibit access to the professor, the proctor should instruct the student to make a reasonable assumption, note the assumption on the exam, and continue with the exam or make note of the question on the exam instruction sheet.
5. The proctor should collect the exam(s), **sign and date the certification**, scan and email the exam(s) to **dedecs@mail.eng.fau.edu** or fax the exam(s) to the DEDECS office at **561-297-2659**, then seal the original exam(s) in an appropriate envelope and return immediately to the DEDECS office via mail at:

Florida Atlantic University  
DEDECS Office  
College of Engineering and Computer Science  
777 Glades Road  
Bldg. 43 S&E, Room 103  
Boca Raton, FL 33431