

Report of the Proctor

(To be completed by the Proctor at the time of the Oral Examination)

Please complete all relevant text fields, save as a Word document, then send to the Faculty of Graduate Studies, Athabasca University, at fgs@athabascau.ca or mail to 1 University Drive, Athabasca, AB, T9S 3A3. **Please note: In the event of a failed examination, this report must be submitted within 24 hours.**

Proctor Information:

Name	Title/Occupation	Organization
Phone Number	Email Address	Relationship to Student

Student Name:

Type of Oral Examination:

Date:

Time Oral Exam Began:

Time Questioning Period Ended:

What method was used to verify the identification of the student (e.g.: Passport Number/Drivers' License Number (with Province of Issue)/Explain Other)?

Was student absent from deliberations?

Were the observers absent from the deliberations?

Were any observers in attendance during oral examination (including names of observers in attendance, if applicable)?

Describe any unusual circumstances or technical problems that occurred during the oral examination (this may include observers disrupting the examination, technical problems with equipment, lighting (etc), student anxiety that may have affected the examination).

Proctor: Please indicate in your email that the documentation provided on this form ('Report of the Proctor') is accurate and correct and has been completed by yourself.

The personal information collected on this form is collected will be used to document and verify the validity of a student's identification who is defending their oral examination via teleconference/videoconference. It is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Dean, Faculty of Graduate Studies, Athabasca University, 1 University Drive, Athabasca, AB, T9S 3A3. Telephone: (780) 675-6550.

Distribution: Proctor – Dean, Faculty of Graduate Studies