

DEPARTMENT OF MATERIALS SCIENCE & ENGINEERING

HERBERT WERTHEIM COLLEGE OF ENGINEERING

Department of Materials Science and Engineering Materials Science and Engineering Program and Nuclear Engineering Program

Instructions for Setting up a Proctor for EDGE Courses

1. At the beginning of the semester EDGE students are responsible for identifying a Proctor or Proctoring Location. The student will need to submit the name of a Proctor or Proctoring location, a work email address only (no Gmail or similar accounts), business phone number and location, latest two business after Drop/Add (see registrar's calendar) to venice@mse.ufl.edu. The Proctor can be a manager, supervisor, HR employee, Testing center or Public Library. No coworkers, family or friends can serve as Proctor for the student. No University of Florida locations can serve as Proctoring sites. Students may substitute their Proctor in the event that person will be out of town or unable to administer within the time specified. If the student will be making a substitution, the Department of Materials Science and Engineering will need to be notified two business days before the start of the test window via email to venice@mse.ufl.edu. The exam can only be taken after the alternate proctor has completed the verification. Proctors need to be able to receive and print the exam through their work email.
2. After the Proctor or Proctoring location has been identified a staff member of the Department of Materials Science and Engineering will verify that proctors and their willingness to participate in the testing process.
3. Students are responsible for any fees associated with the proctoring including the fees the proctor or testing facility intends to charge to UF.
4. Proctors will need a scanner and email address that can be used for emailing the scanned document as a pdf file. The maximum file size for an exam is limited to 15 MB. In case of larger files, the proctor needs to contact the EDGE staff for other transfer methods. Use of Dropbox and emailing a link to the file on dropbox allows large files to be shared with UF.
5. On the day when the window for the test taking opens an MSE departmental staff member will email the cover sheet and exam to the specified Proctor or Proctor Location. The cover sheet will include all exam instructions and the latest possible date by that the exam has to be returned to the course instructor.
6. Accommodations for Students with Disabilities – Students requesting classroom accommodation must first register with the Dean of Students Office. That office will provide the student with documentation that he/she must provide to the course instructor when requesting accommodation.