

GenEdWeb Proctored Exam Policies
University of Minnesota, Morris, Continuing Education
Revised September 2006

The following GenEdWeb courses require one or more proctored exams:

- Econ 1111 Principles of Microeconomics
- Pol 1201 American Government
- Soc 1101 Introductory Sociology

As an online student, you will need to arrange for a volunteer proctor or go to an office listed below to take your exams. Please complete the form to request a GenEdWeb exam and identify your proctors by the **first Friday after your course begins**. **All students residing in the Morris area will take their exams at the Morris Continuing Education office (arranged by appointment only -- see #1 below). Please indicate this on your form.** You may submit this information online at <http://genedweb.morris.umn.edu/ss/exams>.

You must present a photo ID (U of M student ID, drivers' license, etc.) in order to take an exam if you do not know your proctor. Be sure the exam is labeled with your name and the date it was administered. Exams should be returned to the following address by your proctor. Your proctor will receive a stamped, addressed envelope for mailing the completed exams to:

GenEdWeb Program • Continuing Education
225 CS Building • 600 East 4th Street • Morris, MN 56267

Proctored exams may be taken under the supervision of the following individuals:

1. A school superintendent, principal, or counselor; a clergy member; a faculty member (excluding teaching assistants) or administrator of an accredited university or college; a head librarian.
2. A commissioned officer whose rank is higher than your own (for students in the military only).
3. A corporate education director.

Or at the following offices:

1. Continuing Education Offices (by appointment only):
 - Morris: Continuing Education, 225 Community Services Building, 320-589-6450 or 1-800-842-0030
 - Twin Cities: 201 Coffey Hall, St. Paul; campus, 612-624-5332
 - Crookston: Academic Affairs, 270 Owen Hall, 218-281-8274
 - Duluth: 104 Darland Administration Building, 218-726-8807
 - Rochester: Rochester Center, 855 SE 30th Avenue, 507-280-2828 or 1-800-947-0117
2. The Independent and Distance Learning department of any member institution of the National University Continuing Education Association (NUCEA) or of the institution of a member belonging to the American Association for Collegiate Independent and Distance Learning (AACIS).

The GenEdWeb Program (Continuing Education) reserves the right to reject any proctor. Regardless of academic qualifications, **no relative, work supervisor, or immediate employer** may proctor an examination. No proctor fees are authorized.

You must contact the individual who will proctor your exam before sending the Proctor authorization form to GenEdWeb Program. Examinations are mailed directly to the proctor at his or her business location and must be taken within the date range specified by instructor in syllabus.