

University of West Florida Mathematics & Statistics Proctor Approval Application

Instructions:

The following instructions include student and proctor processes for the utilization of the Proctor Approval Application.

Steps 2-9 are for creating a new account. This is a one-time process for those who do not have a Dynamic Forms Account, so you will need to be sure to remember your account sign on information for future semesters.

Steps 10-13 are the Student instructions.

Steps 14-15 are the Proctor instructions. The proctor instructions are also in the email that is automatically sent to them.

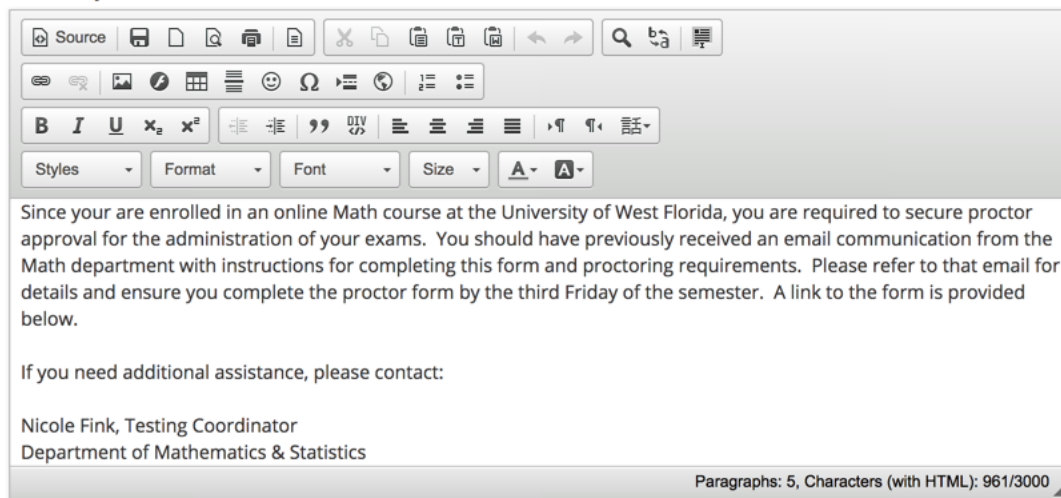
Step 1

The email below will be sent to students on the class roster list.

Email subject

{FORM_NAME}

Email body



Since you are enrolled in an online Math course at the University of West Florida, you are required to secure proctor approval for the administration of your exams. You should have previously received an email communication from the Math department with instructions for completing this form and proctoring requirements. Please refer to that email for details and ensure you complete the proctor form by the third Friday of the semester. A link to the form is provided below.

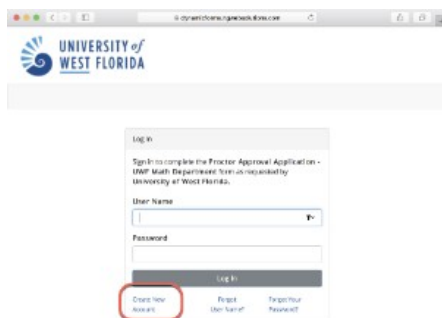
If you need additional assistance, please contact:

Nicole Fink, Testing Coordinator
Department of Mathematics & Statistics

Paragraphs: 5, Characters (with HTML): 961/3000

The student will be required to click on the form link in the email.

Step 2



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Log In

Sign In to complete the Proctor Approval Application - UWF Math. The permission form is requested by University of West Florida.

User Name

Password

Log In

Create New Account Forgot User Name? Forgot Your Password?

Students and Proctors without a Dynamic Forms account will need to click on the Create a New Account option at the bottom of the page.

Step 3

Students will be sent an email to visit the link provided in the email to activate the account.



Create a new account

Verify your email

We sent an email to: [redacted]

Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

Step 4

Students will be required to click the link to "Activate your account".

Activate your account

notify@ngwebsolutions.com
to me

1:55 PM (2 minutes ago)

Hello Katherine, Thank you for creating a Dynamic Forms account!

In order to complete your registration and activate your account, you must visit the link below:

[Activate your account](#)

Click here to [Reply](#) or [Forward](#)


0.6 GB (3%) of 15 GB used
[Manage](#)

[Terms](#) · [Privacy](#) · [Program Policies](#)

Last account activity: 0 minutes ago
[Details](#)

Step 5

The information below is required to create an account. When the information is complete, please click the "Create Account" button at the bottom.



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Create a new account

For users who prefer to register, you will be prompted to create a new account. This is a one-time process and you will not be prompted to create a new account again.

Please complete all fields in blue or red.

Last Name * * Last Name is required.

First Name * * First Name is required.

Organization * * Organization is required.

Address * * Address is required.

City * * City is required.

State * * State is required.

Zip * * Zip is required.

Phone * * Phone is required.

Email * * Email is required.

External Email Address * * External Email Address is required.

Department * * Department is required.


Serial Number (if any) * * Serial Number (if any) is required.

Account Type * * Account Type is required.

←

Step 6

On the screen which appears next, please click the "Continue" button.



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Account Activated

Congratulations, you have successfully activated your account.

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Step 7

Please enter the 1) user name and 2) password associated with the account and click the "Log In" button.



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Log In

Sign in to complete the Proctor Approval Application - UWF Math Department form as requested by University of West Florida.

User Name

1

Password

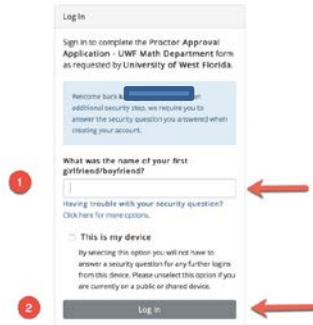
2

←

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

Step 8

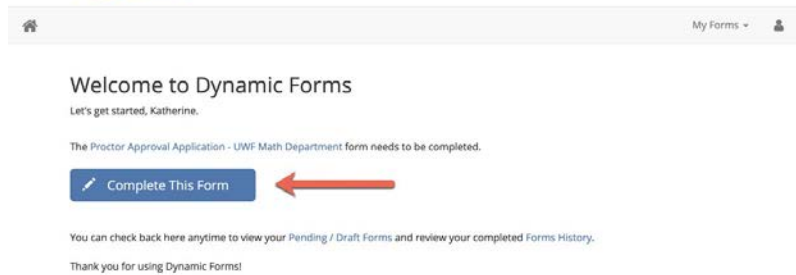
For the initial log in to the account, you may need to answer security questions. Please answer the security question and click the "Log In" button.



The screenshot shows a login form titled "Log In". It contains the following text: "Sign in to complete the Proctor Approval Application - UWF Math Department form as requested by University of West Florida." Below this is a "Welcome back" message and a note about a security question. The main question is "What was the name of your first girlfriend/boyfriend?". There is a text input field for the answer. Below the input field is a link: "Having trouble with your security question? Click here for more options." There are two radio button options: "This is my device" (selected) and "This is not my device". At the bottom is a "Log In" button. Red circles with numbers 1 and 2 are placed to the left of the input field and the "Log In" button, respectively. Red arrows point from the right towards the input field and the "Log In" button.

Step 9

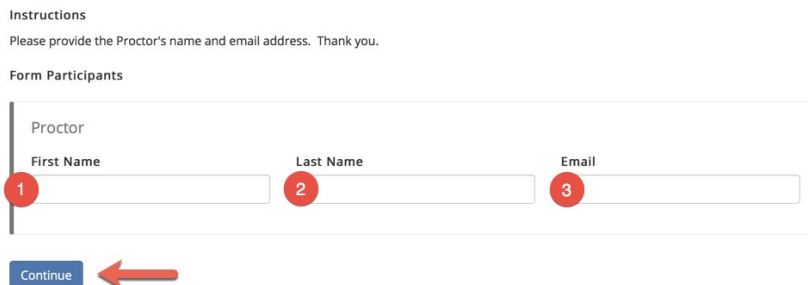
Please click the "Complete This Form" button.



The screenshot shows a dashboard header with the University of West Florida logo and a "My Forms" dropdown menu. The main content area says "Welcome to Dynamic Forms" and "Let's get started, Katherine." Below this is a notification: "The Proctor Approval Application - UWF Math Department form needs to be completed." A blue button with a pencil icon and the text "Complete This Form" is highlighted with a red arrow pointing to it from the right. Below the button is a link: "You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History." At the bottom, it says "Thank you for using Dynamic Forms!"

Step 11

Please provide the 1) first name, 2) last name, and 3) email address of the proctor. This process will determine who the Proctor Approval Application will be routed to after the student completes the student section.



The screenshot shows a form titled "Form Participants" with the following text: "Instructions: Please provide the Proctor's name and email address. Thank you." Below this is a section for "Form Participants" with a table-like structure. The table has three columns: "First Name", "Last Name", and "Email". Each column has a text input field. Red circles with numbers 1, 2, and 3 are placed to the left of the input fields for "First Name", "Last Name", and "Email", respectively. Red arrows point from the right towards the input fields. Below the input fields is a blue "Continue" button with a red arrow pointing to it from the right.

Step 12

- A. The student is responsible for completing all items in the Student Section. Upon completion, please click the "Next" button.
- B. On the Proctor Section page, click the "Submit" button.
- C. According to the instructions provided. Please electronically sign your name.

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University of West Florida
Mathematics & Statistics
Proctor Approval Application

Student Section: This section must be completed by the student.

Name: _____ Daytime Phone: _____
 UWF Email: _____ Evening Phone Number: _____
 UWF ID: _____

Please provide course number(s), instructor(s), and semester information.

Course Number: _____	Instructor: _____	-- Please Select --
Course Number: _____	Instructor: _____	-- Please Select --
Course Number: _____	Instructor: _____	-- Please Select --

The proctoring service or individual that I am submitting for approval is (select all that apply):

- A librarian at a public library that provides proctoring services.
- A Learning Center, ESO, or an officer two levels or higher ranking than the student (if military).
- A college, university or private testing center, provided you are not affiliated with the same institution.

I agree to the following:

1. To locate a proctor or testing center and set up an appointment for my course exam(s), according to the instructor's published test dates and only between 12:00-7:00 p.m. (Central Time).
2. To verify that I am not affiliated with the proctoring institution.
3. To arrange for fee payment for the proctoring services (if any), and
4. To submit this form to the proctor for completion and to provide further the instructions.

Step 13

After the student electronically submits the form, an email will be sent to the identified proctor to complete their assigned portion of the form. The proctor will click the form link provided in the email. Additional instructions are provided in the email for assistance with activating an account.

Email subject: (FORM_NAME)

Automatically insert cosigner link? Yes

Email body

If you agree to serve as a Math proctor for (StudentName) at the University of West Florida, please complete and submit this form. If you do not approve, you have the option to reject the form. If you have not previously used Dynamic forms, you will be required to activate an account to sign-in. If you have any questions, please contact the UWF Math department at (850) 474-2276. Thank you.

(FORM_LINK)

Dynamic Forms Account Instructions

Paragraph: 3, Characters (with HTML): 657

Step 14—Proctor Instructions

Follow instructions #2-#9 above to create an account. After logging into Dynamic Forms, the proctor will be required to complete the Proctor Section of the form and electronically sign the form following the instructions provided. After reviewing the Student Section, please click "Next" on the bottom of page 1. This will take you to the Proctor Section for completion. After completion of the Proctor section, please electronically sign the document following the instructions provided.

Proctor Section: This section is to be completed by the proctor or testing center director.

Please provide the proctor or testing center Director's information.

Proctor Name:

Proctor Title:

Organization:

Address:

Phone Number:

Proctor Email Address:

Email address where exam should be sent.

Please check YES or NO for the following statements.

I certify that:

1. I will uphold the UWF Academic Code of Conduct Standard (found on UWF website) which includes any and all forms of cheating, falsely impersonating another student to gain access to the exam, assessing exam aids not permitted by the instructor, giving or receiving assistance of any kind during the exam, and/or attempting to leave the exam area with questions or answers. * e

By electronically signing this document, I hereby certify that the information I have provided is correct to the best of my knowledge.

- 2. I have reliable scanner access that will allow me to scan and email legible PDF files to mathproctoring@uwf.edu. * e
- 3. I am able to return the exam the same day by close of business. * e
- 4. I am available to proctor exams for at least 2.5 hours between 12:00-7:00 p.m. (Central Time). * e
- 5. The information I have provided is correct to the best of my knowledge. * e

Student Signature _____ Date: _____

Proctor Signature Electronic Signature Pending

Step 15

The Mathematics & Statistics department will receive an email notification of the forms submission. If the proctor is not approved the form will be rejected and you will receive an notification by email.

