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 your 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): 9613300

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

Step 2
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.

**Step 4**

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

**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.
Step 6

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

Step 7

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

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.
Step 9

Please click the "Complete This Form" button.

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.

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.

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.

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.
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.