Final Examination Proctor Agreement

______________________________ has completed the Dietary Manager Independent Study Program by correspondence. We will send the exam via email to the proctor once the form has been submitted and when the student receives satisfactory scores on all assignments.

We require that the student locate an examination proctor who is in no way connected with the course or the student’s facility and who is not related to the student in any way. We have asked the student to contact local educational institutions to see if this service can be provided. **The exam MUST be given to the student at the location the exam has been sent. Once the proctor receives the exam, it may not be copied or taken from the school and/or college at any time.**

If you can provide this service, please complete the form below and return it to us. They usually provide this service gratis as a public service. If not, the student and the exam proctor will determine a reasonable fee, to be paid directly by the student to the proctor. We encourage the student to identify a proctor who will provide this service free of charge, as most do.

We greatly appreciate your assistance.

**This Form Must Be Completed by the Proctor and**

**Final Examination Proctor Form**

I agree to proctor the final examination in the Auburn University Dietary Manager Independent Study Program for the student named below. I agree to follow the following guidelines:

- To administer the exam in the School and/or College where it is received
- To provide an undisturbed space in which to administer the examination
- To see that the student has no materials other than a calculator and the exam
- To notify Auburn University once the exam has been taken

Student _____________________________ SID ID # _____________________________

Time & Date of the exam
Proctor Name ______________________________________________________________________

Title _____________________________________________________________________________

Name of School, College or University ________________________________________________________________________________________________

Proctor’s Emil Address ____________________________ Fax _____________________________

Mailing Address _________________________________________________________________________________________________

City ____________________________ State ________ Zip __________ Phone (__) ___________ Ext.____

Proctor Signature ______________________________________ Date __________________________
Auburn University
Dietary Manager Independent Study Program

FINAL EXAMINATION NOTIFICATION

Please have the attached proctor agreement completed and return to Auburn University. We must receive and satisfactorily grade all modules before we will send the final exam. We will forward the exam directly to your approved proctor and the exam must be taken at the location the exam is sent. To take the final examination at the Distance Learning Office, contact the office for an appointment. If you cannot come to Auburn, you must comply with Auburn University’s policy and with standard practice for correspondence courses, by finding an impartial person to proctor this examination. The proctor must not work with you or be related to you in any way. Your Clinical Instructor is not eligible to act as your proctor. No one that has anything to do with Dietary or a health facility. Proctors can usually be found through local educational institutions. The following are examples of officials who would be satisfactory proctors:

- Higher education faculty, instructors or library administration
- Independent learning or Distance Learning offices at a university or college
- Senior High School Principal, Guidance Counselor
- City or County School Superintendents
- Vocational/technical school administrators or Counselors
- Education offices on military bases

If none of these facilities are available in your community, contact Auburn University for instructions on how to arrange for an approved proctor. We encourage you to find a proctor who will provide this service free of charge, as most do; the school or proctor, however, may charge you a fee for this service. If so, you and the examination proctor will determine a reasonable fee that you will pay directly to the proctor.

If another student in your community or facility is also ready to take the final examination, you may arrange to take it at the same time using the same proctor. Please set a final examination date far enough in advance for mail to travel both ways between Auburn and your proctor. Two to three weeks are usually sufficient.

Upon successful completion of the course, including the final examination, we will award a certificate. This may be done several ways. Please complete the Certificate Verification request and return it along with your Final Examination Proctor form to: Distance Learning, 282 Thach Concourse-116 Foy Hall, Auburn University, AL 36849-5611. If you should have any questions or concerns please contact the office at (334)844-3106.

CERTIFICATE VERIFICATION REQUEST

Name as you want it to appear on the certificate

- Clinical Instructor name______________________________Administrator Name__________________

Facility name

Facility address

Send my certificate to:

- Me directly by mail
- My Clinical Instructor for formal presentation
- My Facility Administrator for formal presentation
The proctor will ask you to show photo-identification, such as a driver’s license, before allowing you to take the exam. Be sure to take some identification with you. The final examination contains 100 multiple choice questions or true/false statements. You have 90 minutes to complete the exam. Scoring—each correct answer counts a one point. We report your score as a percent, and you must score at least 75% to pass.

A. If you score less than 75%, you will be allowed to take a make up examination
B. If you score less than 75% on the make up examination, you will be allowed to take a second make up examination.

In other words, you may take the final examination up to three times. Remember this must be done prior to your expiration date. So be sure to schedule yourself accordingly. If you score less that 75% on the third attempt, you cannot graduate from the course without re-enrolling and repeating the course work. Auburn University will send you your examination score. If you score at least 75%, this notification will include a Certificate of Completion and a Dietary Manager’s Association membership application. If you score less than 75%, you will receive a letter that explains weak areas in your knowledge and gives directions for the make up examination.

SUGGESTIONS TO HELP YOU PREPARE FOR THE FINAL EXAMINATION

Review each module. As you review follow these steps:
Read each objective at the beginning of each module section. Some objectives concern practical skills. We cannot check your achievement of these objectives on a written test. However, many objectives concern knowledge, and these we do question on a written test. An example of a knowledge objective is: Identify nutrients needed for an adequate diet. Can you name the six classes of nutrients? If so, go to the next objective. If not, review the applicable portion of the module until you can fulfill this objective. Study the tape work sheets you completed--they summarize important points from the tapes. Review the study guide's you completed--they summarize the important points from the textbook references. Use the self-examination questions in each module to practice for the examination. If you answered one incorrectly, review that information in the module until you an answer it correctly. Write a list of those points that you are shaky on and drill yourself on these. Finally, review the grade summary sheets returned with your graded assignments. The graders should have listed test questions you answered incorrectly. Be sure to check your modules for the correct answers.

SUGGESTIONS FOR TAKING THE FINAL EXAMINATION

1. Keep calm while you take the examination.
2. Check the examination to make sure it contains all 100 questions. Check the number of the last question on each page with the number on the first question on the next page. If an examination page is missing a page, notify your proctor.
3. Next, read all 100 questions--answer those you know; flag those about which you need to think. Then go back through the examination and work through the flagged questions.
4. Remember for true/false questions, if you agree with the statement, circle TRUE, if you disagree with the statement circle FALSE.
5. Mark only (1) answer- marking more than one answer will be counted against you.
6. When you have finished, check each page to make sure that you answered all questions.
7. If you have any remaining time, review each question and the answer you have selected.

GOOD LUCK ON YOUR EXAM!