To assure that the student who completes coursework is the same student who receives course credit, and to protect student privacy:

- all student assignments will be submitted using the student’s Trinity University email (TMail) or the Trinity learning management system (TLearn) account.
- faculty will return their evaluations using the faculty member’s and student’s Trinity University email (TMail) or through the learning management system (TLearn) account.
- when final exams are administered, students will be asked to find a faculty member at a local college or university who will vouch for the integrity of the examination session. Exams will then be mailed by the Trinity faculty member teaching the class directly to that proctor with return envelopes addressed to the Trinity Faculty and with the completed “Instructions for Proctor” form included below. After signing the envelope to verify integrity, the proctor will mail the completed exam directly to the Trinity Faculty in the Health Care Administration program office.

No fees beyond those distributed by the Office of Student Accounts at or before the time of registration will be charged to support this policy.

The Chair of the Department of Health Care Administration will be responsible for ensuring the ongoing implementation of this policy.
Instructions for Proctor

Trinity University Health Care Administration Executive Program

Thank you for agreeing to proctor an exam for a student in Trinity University’s Health Care Administrative Executive program.

In your role as proctor, we ask that you:

1.) verify that the student taking the exam is ________ (student name) ________________ by checking a photo identification card such as a driver’s license or current university ID card.

2.) assure that the student uses only those resources specifically permitted for this exam. Those resources are:

3.) assure that the student uses no more than the allotted amount of time which is ______________.

4.) put the completed exam in the self-addressed stamped envelope (included), seal the envelope, sign across the seal, and return by mail as soon as possible. Proctors may not give the exam to the student for mailing. Proctors may not read student exam responses or make copies of any part of the exam responses. Exam materials must be handled with care in order to prevent unauthorized disclosure and to ensure confidentiality.

Thank you for helping us to ensure the quality of our program.