

## Information About Proxies

### What's a proxy?

A proxy is someone that you can authorise to do things for you on your behalf.

### What can a proxy do?

When you appoint a proxy they will have the power to do anything you would be able to do if you were there in person.

In EFS you can appoint a proxy to do the following on your behalf:

- View your exam scripts
- Submit and modify grade appeal applications
- Collect assignments from ERIC

### How can I appoint a proxy?

For exam script viewing (Accounting and Finance, and Actuarial Studies students only – all other EFS students start at Step 3):

1. Complete the online exam script viewing booking form
2. When asked “Will a proxy come on your behalf?” select “Yes”
3. Fill out a **Grade Appeal and Exam Script Viewing Proxy form**
4. Make a photocopy of **both sides** of your MQ student ID card and attach them to the proxy form

**Important:** make sure you give your completed proxy form to your proxy – they must hand it in when they come to view your exam script.

For grade appeals:

1. Fill out a **Grade Appeal and Exam Script Viewing Proxy form**
2. Make a photocopy of **both sides** of your MQ student ID card and attach them to the proxy form

**Important:** make sure you give your completed proxy form to your proxy – they must hand it in when they come to submit your grade appeal application.

For collecting assignments from ERIC:

1. Fill out a **Assessment Collection Proxy form**
2. Make a photocopy of **both sides** of your MQ student ID card and attach them to the proxy form