



# ONLINE EXAM PROCTORING PROCEDURE

## **Proctoring Procedure:**

- A proctor form must be completed and submitted for each class requiring a proctor.
- Students are responsible for finding an appropriate center or individual to proctor the exam.
- The Distance Education Proctor Form must be filled out and submitted at least 2 weeks prior to the first exam.
- Once the proctor is approved by the instructor, a proctoring agreement form will be sent to the proctor. By signing the agreement, the proctor consents to administer the exam(s) as directed.
- The student is responsible for arranging a date and time with the proctor to take each exam.
- If a proctoring fee is required, the student is responsible to pay this fee.
- Students must provide the proctor with a stamped envelope for submitting paper exams, scratch work, or other test materials.

## **Approved Instructors Include:**

- School or Public Librarians
- Teachers/Professors
- Educational Administrators (principal/superintendent)
- Local College Testing Center Staff
- Adult Learning Centers
- Guidance Counselors
- Commanding Officers
- Military Education Officers or Embassy Education Officers
- Human Resource Representative
- Others (must be pre-approved by in the instructor)

## **Proctors may NOT be:**

- Spouse, significant other or other family members
- Friends/classmates or other students
- Direct Supervisor
- Direct Reports/Employees
- Colleagues at Same Level
- Athletic or Assistant Coaches



# DISTANCE EDUCATION PROCTOR FORM

This form must be completed by the student and proposed test proctor at least two weeks prior to the first exam and returned to the course instructor. All proctors are subject to approval.

## Course Information:

Course: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor: \_\_\_\_\_

## Student Information:

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Proctor Information:

Proctor's Name: \_\_\_\_\_

Proctor's Title: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business/School Website: \_\_\_\_\_

Testing Location: \_\_\_\_\_

How do you prefer to receive proctoring materials? U.S. Mail or E-mail? \_\_\_\_\_