

Proctor Responsibilities

1. Proctors will be requested to provide straightforward information regarding their relationship with the student and accurate contact information via a Student/Proctor Agreement Form.
2. Proctors will be responsible for providing an appropriate testing environment.
3. Original copies are either faxes and/or mailed to the facilitator or shredded (**PLEASE READ DIRECTIONS ON THE EXAM HEADER**).
4. Proctors will ensure the student taking the exam is identified by checking photo identification.
5. While taking the exam, students are not permitted to leave the testing area until the test has been completed, and are not permitted to share information with other students who might also be writing the same exam.
6. **Both the student and proctor will be required to sign the test(s) if required to be returned to facilitator.**
7. A proctor is required to monitor the test taking, and is required to follow all instructions on the exam header.
8. Proctors should be able to answer any questions on test taking procedures, not questions on test content.

Proctoring Procedure on Day of Test/exam

1. When student arrives at the site the proctor will ensure the student taking the exam is identified by checking photo identification.
2. The proctor will contact the course facilitator. Facilitator confirms that the student is with the proctor and releases the exam. **Facilitators should confirm this with the proctor only, not the student.**
3. The course facilitator will release the test/exam in the TLM.
4. The proctor and student will read the instructions in the test/exam header and proceed accordingly.
5. If needed, the Facilitator will be contacted again to release the test once more so that the answers may be entered into the TLM.
6. Original copies are either faxes and/or mailed to the facilitator or shredded (**PLEASE READ DIRECTIONS ON THE EXAM HEADER**).
** Students must provide the proctor with postage and envelopes necessary for return of any of this material. **
7. **Both the student and proctor will be required to sign the test(s) if required to be returned to facilitator.**