

Finding a Qualified Off Campus Proctor/Test Site:

Proctors:

The proctor's main responsibility is to insure that all tests are conducted in the manner described by the instructor. We reserve the right to reject any proposed proctor or any previously approved proctor. Students must confirm that their proctor has a business email address, the ability to download and print PDF documents, access to a scanner for returning completed exams and computer(s) available for student use during monitored online exams. Exam materials are not sent to proctors who do not have a business e-mail address.

Testing Sites:

The Consortium of College Testing Centers is an organization that has testing centers across the county and abroad that provide proctoring services to distance-learning students. To find a center near you, please go to <http://www.ncta-testing.org/find-a-cctc-participant>. Any fees incurred are the student's responsibility. You can also do a google search for college testing centers near you. Many colleges and universities have testing centers that proctor distance learning students.

Supervisor or Advisor:

You may also use a supervisor at your place of work as a proctor. Your academic advisor or research advisor are also acceptable proctors. We will need their business email. We can not send tests to private email accounts.

It is **YOUR** responsibility to schedule your testing appointments with your proctor. We do not do this for you. The instructor will send me the test materials and I will distribute the testing materials to the proctor 48 to 24 hours before the test date.

****Due to COVID many testing centers are not taking walk in appointments and have reduced hours please plan accordingly.**

Examples of acceptable proctors include:

- ❖ Official testing centers
- ❖ Universities, Colleges or other Educational institutions
- ❖ Certified Librarian at a School, University, or Public Library
- ❖ Education Officers of a military installation or correctional facility
- ❖ Supervisor, senior staff or Human Resources personnel at your workplace.
- ❖ American school officials at overseas facilities

Examples of unacceptable proctor include:

- ❖ Relatives or significant others
- ❖ Friends
- ❖ Co-workers or business associates
- ❖ Peers or subordinates
- ❖ A fellow student