

TEST PROCTOR GUIDELINES

The student noted on the attached document is requesting that you serve as a test proctor. You must adhere to the following guidelines if you decide to serve as a test proctor.

- ▶ Confirm the exam arrangements with the student in writing.
- ▶ Provide the student with directions to the testing facility.
- ▶ Abide by the instructions provided on the Proctored Exam Information Agreement that will be submitted to your attention prior to the exam.
- ▶ Administer the exam in a location that provides a comfortable testing environment.
- ▶ Request to view a copy of the student's photo ID once the student arrives to attempt the exam.
- ▶ Supervise the student taking the exam by staying in the testing area with the student and answering only those questions not pertaining to the test.
- ▶ Terminate the exam if the student displays improper conduct.
- ▶ Complete the Proctored Exam Information Agreement Verification section and return the completed form to the instructor of the course.

PROCTOR APPROVAL APPLICATION

<i>Print this form and provide it to your selected proctor.</i>	
Student Information <i>(This section will be populated using info from the TCSG Proctor Request Form.)</i>	
First Name Last Name Middle Initial	
Student ID #	Student E-mail Address
Course Prefix & Number	Course Prefix & Number
Time and Date Stamp	
College Information <i>(This section will be populated using info from the TCSG Proctor Request Form.)</i>	
Name of College Offering the Course	
Instructor's Name	Instructor's E-mail Address
Proctor Information <i>(To be completed by the prospective test proctor.)</i>	
First Name Last Name Middle Initial	
Title/Position:	
Name of Employer:	
Address of Employer:	
City: State: Zip Code:	
Business Phone: Business Fax:	
Proctor E-mail Address:	
Would you like to be placed in our Test Proctor Database to be contacted for future exams? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require a test proctoring fee? <input type="checkbox"/> Yes Indicate Amount \$ _____ <input type="checkbox"/> No	
Proctor's Signature	
<i>By signing my name above I verify that all information is true to my knowledge. I agree to adhere to the Proctor Requirements indicated by your college if I am approved to administer the exam.</i>	