

Proctored Testing Instructions

Many online courses require **proctored** exams. A proctored exam is taken off campus and is overseen by an impartial individual (called a proctor) who monitors or supervises a student while taking an exam. The proctor's role is to verify the identity of the student taking the exam and supervise to ensure that the instructions specified by the instructor are carried out.

Finding a Proctor

If you live outside of Central Utah (Juab, Millard, Piute, Sanpete, Sevier or Wayne counties) you may arrange for a certified proctor.

STEP 1: Complete the Snow College Proctor Request Form (A new proctor agreement must be approved for each course and semester. You must secure a proctor within the first two (2) weeks of the semester. Allow at least 5-7 working days for the proctor information to be processed and approved by the instructor.)

STEP 2: Contact the proctor and schedule a time to take your exam(s).

STEP 3: YOU'RE Done!

Who can be a Proctor?

You are responsible to identify a proctor to facilitate a test/exam. Examples of acceptable proctors are:

- College, university, or professional testing centers
- Full-time school or public librarian
- Military education director
- Public education (K-12) principal or counselor

Relatives, co-workers (of you or your family), and friends (of you or your family) are **not** eligible to proctor exams.

The proctor must have internet access and understand instructions written in English. They must also provide a business address, phone number and email address. Public email addresses (Yahoo, Hotmail, etc.) will not be accepted.

Exams must be taken at the educational, professional or governmental institution where the proctor is employed, never at the proctor's or the student's place of residence. Exams must be taken using equipment that belongs to the proctoring institution. Personal laptops and computers are not allowed.

Some proctors may charge a fee for their services. Students are responsible for all fees incurred while taking exams.

PROCTOR REQUEST FORM**Student Information**

Student Name: Ashley Jorgensen

Student ID: 00200166 Course: College Algebra 1050

Telephone Number: 801-682-0351

E-mail Address: ashleymjorgensen@hotmail.com

Mailing Address: 330 East 700 North St Apt #B5

City: Provo State / Province / Region: Utah

Zip / Postal Code: 84606 Country: USA

Course Information

Course (i.e. MATH 1010-107): MATH 1050

Instructor: Rebecca Roberts

Semester: Fall Semester Course: MATH 1050

Proctor Information

Proctor Name: Maria Langford

Telephone Number: 435-383-3857 Fax Number: _____

E-mail Address: marialangford@fluent.com

Occupation: Teacher

Organization: Flueint

Street Address: 334 South 900 West

City: Provo State / Province / Region: Utah

Zip / Postal Code: 84601 Country: USA

Upon receipt, you will be informed via email if your proctor request has been approved.

This form contains confidential information and is intended only for the sole use of the student and Snow College Online Instructional Testing. By submitting this form, the individuals certify that the information is correct and that it is a valid agreement between the parties.