Proctor Selection and Proctor Form

This course contains exams that must be completed under the supervision of a proctor. You will not be able to access the exam(s) without the assistance of a proctor. The procedures for finding a proctor are outlined in the two sections below.

**Off Campus Institutional and Community Proctors**

Students enrolled in online, video courses, or other instances where a proctor would be necessary may select an approved proctor from the following list of approved agencies/persons. *Testing fees may apply.

An acceptable proctor is someone with no conflict of interest in upholding Armstrong State University’s Academic Integrity Policy. Your proctor candidate may be one of the following:

- Any regionally accredited 2 year or 4 year institution of higher education that has a testing services division
- Military Education Centers or an officer of higher rank than the student, if in the military
- Corporate or industrial education testing centers
- *Public library with a testing services department only

We cannot approve individual faculty or staff members who are employed at an institution, in positions that are not in the institution’s testing area. We cannot approve co-workers, personal friends, relatives, tutors, neighbors, personal or academic advisors, anyone with a potential conflict of interest, or place of worship. An exam must be sent to the academic or work address of the proctor. Exams may not be sent to any person’s home, private business, members of the clergy, family members, or friends. Your proctor must have a legitimate institutional, military, or business e-mail address. “Free e-mail accounts such as Yahoo, Hotmail, and Gmail are unacceptable.

After identifying your proctor, print and complete the Proctor Form (second page of this document). Acquire all appropriate signatures and return the completed form to the Testing Services Office at the mailing address or email address provided on the form.

This form must be received at least 48 hours (excluding weekends and holidays) prior to your test. You must schedule your testing date and time directly with the proctor and also verify the proctor has received the testing information prior to your arrival.

**ID Requirement**

Students must provide two forms of ID. One must be pictured, preferably a driver’s license. Copies of the ID must be returned with the test or emailed to our office by the proctor.

**Please Return Completed Forms To Armstrong Testing Services and/or your Instructor:**

Armstrong State University
Office of Testing Services
Memorial College Center, Room 206
Savannah, Georgia 31419
Email: testing@armstrong.edu
Phone: (912) 344-2582 or (912) 344-2533
Fax: (912) 344-347
Proctor Request Form

The professor for the course will send test material and information to the proctor listed below. You will need to inform testing services and your professor if there is a change in proctor.

**Please complete the information listed below:**

Student Name:_____________________________________
E-Mail Address:_____________________________________
Telephone Number (Best Contact):______________________
Mailing Address (include city, state and zip):

<table>
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<tr>
<th>Course</th>
<th>Section Number</th>
<th>Semester</th>
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**OR:**

Exam Type: MAPP (Graduation Requirement) Exam______ Compass Exam:______

<table>
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<tr>
<th>English</th>
<th>Math</th>
<th>Reading</th>
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**Proctor Information**

Name:___________________________________ Position/Title:_________________________
Business/Library/School Name:____________________________________________________
Business Address:______________________________________________________________
Business Phone Number:_________________________________________________________
Business Email Address:_________________________________________________________

Able to proctor Online Exams? Yes____ No____ Date and time of exam:

**To be read and signed by the proctor**

- I do hereby agree to administer the exam to the student listed above and to monitor the student (and computer screen if online) continuously during the exam.
- I will also adhere to the specific proctor rules, which will be provided with each exam.
- I agree to provide the student with a quiet, distraction free environment for taking exams and verify the identity of the student with two forms of identification and return copies with the completed test materials to the email address of the student’s institution.
- I agree to provide adequate exam security as long as these documents are in my care.
- Test must be taken within an educational or professional setting. Residential settings are not acceptable.
- All proctors must be verified with their state organization or institution and have a work related email address.

Proctor Signature:________________________________________ Date:_______________
Signature certifies that the enclosed verification information is authentic and complies with the corresponding guidelines listed above.