Student Guidelines for Finding an Approved Proctor

A proctored exam is one that is overseen by an impartial individual (called a *proctor*) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process.

Proctor Approval Process:

a. Obtain the UL Lafayette Proctor Approval Application from your course instructor.
b. Find an appropriate proctor within the first two weeks of the semester.
c. Complete and submit the UL Lafayette Proctor Approval Application.
d. Provide your exam schedule to your approved proctor.
e. Comply with any payment schedule that *may* be required by your approved proctor or testing center.
f. Schedule your exam date and time with the proctor well in advance of the testing window provided by your instructor.
g. Take your exam within the timeframe outlined in your course syllabus.

Who can be approved to serve as a proctor?

An acceptable proctor is someone with no conflict of interest in upholding UL Lafayette's Academic Conduct & Dishonesty Policy. **Relatives, friends, spouses, neighbors, employer/supervisor/boss, pastor/clergy, and/or co-workers are not acceptable proctors.** A proctor candidate may be from one of the following categories:

- Educational administrator or librarian at a community college, university, or high school
- Librarian at a public library
- Learning Center, ESO or an officer of higher rank than the student, if in the military
- College, university, or private testing center

How to find an approved proctor?

Students can check the National College Testing Association (NCTA), a national testing information site. If there is no available option nearby, please read on for instructions on identifying and getting approval for a proctor. A student can start the process by contacting your local public library, community college or university or, if the student is in the military, the student should contact their education officer. Many of these facilities have experience in proctoring exams from various institutions. The proctor will fill out the bottom half of the Proctor Approval Application.

What are the requirements for proctor approval?

Submit a completed UL Lafayette Proctor Approval Application (PDF) **by the end of the second week of the semester/term** (or as directed by the course instructor) with the information of the individual who is willing to act as the proctor. **The faculty member will contact the proctor to determine their eligibility as a proctor**.

> *Note:* Exams or exam passwords should not be distributed to a proctor unless the Proctor Approval Application is on file with the instructor's department.

What is the fee for a proctor's services?

Fees vary for the use of a testing facility and the proctor's time to receive, monitor, and return your exam. Please be sure to determine if there is a fee, what it is, and when it must be paid. Testing centers often require prepayment, and a receipt for payment may serve as your ticket to the proctored exam session. These practices vary among libraries, schools, colleges, universities, and private testing centers.

How to access, complete, and submit the proctor approval application?

To complete and submit this application:

1. Print out and complete the Student portion (Section 1) of the application.
2. Have your proposed proctor or testing center director complete the Proctor portion (Section 2) of the application.
3. Scan the completed document and submit to your instructor.

What technology must the proctor have?

At a minimum, the proctor must have a valid, working e-mail address and telephone number so that the department may communicate with them. Depending on whether the exam is offered via the Internet or paper-based, the proctor should also have:

- A computer with Internet access for the proctor and student
- And if necessary, a Printer
- And if necessary, a FAX machine

How do I schedule my exam(s)?

a. Check your course site for all exam dates and times. (Do this as soon as you can access your course site and the course syllabus.)
b. Contact your approved proctor with the entire exam schedule as it appears on your course site as soon as possible. Note: Be sure that fees are paid in advance of the actual exam date if required by the proctoring service.
c. Schedule a day and a time within the testing window to take the exam with the proctor. Note: Failure on the part of the student to assume these responsibilities will be a matter to resolve with the instructor and could result in a failing grade on the exam in question.

What are the proctor's responsibilities?

- The proctor must ensure that all necessary technologies are available and working.
- Only the proctor may handle the actual exam prior to and following its completion.
- No copies of the exam other than the copy used for test-taking are to be made at any time.
- No person other than the proctor and student may view the exam. (The student may have access to the exam only during the time period allowed by the instructor.)
- The proctor must follow the instructor's requirements for administering the exam. These may include a time limit, specific allowable equipment, such as a calculator and inclusion or exclusion of books, notes, etc.
- If paper-based, the proctor must prepare the exam (and any relevant materials, e.g., scratch paper) for return by sealing it in an appropriate envelope, provided by the UL Lafayette department, immediately after the student completes it.

  Note: Full instructions for return and necessary postage will be supplied by UL Lafayette to the proctor prior to availability of the exam.

UNIVERSITY OF LOUISIANA Lafayette™

Proctor Approval Application

Section A. To be completed by the student.

1. Student Contact Information:

_____   _____   _____
Name   Area Code – Daytime phone number   ULID

_____   _____
Your UL Lafayette Email address   Area Code – Evening phone number

2. Course Number(s) and Instructor(s)	**3. Semester and Year**
_____ _____ _____ _____ _____ _____	☐ Summer 20__ ☐ Fall 20__ ☐ Spring 20__

4. The proctoring service or individual that I am submitting for approval is (check all that apply):

☐ An education officer or librarian at a community college, university, elementary or secondary school

☐ A testing administrator at a college, university or private testing service

☐ A military Learning Center or military officer of a higher rank the above-named student

☐ Other: _____

5. Fill in the proctor's or testing center director's name and organization (e.g., Leon County Public Library, Brevard Community College, Sylvan Learning Center):

_____
Proctor/Testing Center Director Name

_____
Organization Name

6. I, the student named above, agree to the following: (1) to locate a proctor or testing center and set up an appointment for my course exam(s), according to published dates; (2) to arrange for fee payment for the proctoring services, if any: and (3) to submit this form the proctor for completion and to provide him/her the instructions.

The information in Section A is correct to the best of my knowledge.

_____   _____
Student Signature   Date

Section B. To be completed by the proctor or testing center director.

1. Proctor/Testing Center Director Contact Information:

_____   _____
Proctor/Testing Center Director Name   Area Code – Phone Number

_____
Organization

_____
Street Address

_____
City, State ZIP

_____
E-Mail Address

2. Please check YES or NO for the following statements:

☐ **YES** ☐ **NO** My contact information may be made available to UL Lafayette students.

☐ **YES** ☐ **NO** Fees are assessed to students for services associated with proctored testing.

3. I certify that: (1) To the best of my abilities, I will uphold the UL Lafayette Academic Honesty Standards ; (2) I have Internet access or email at the testing site that will allow me to download or receive PDF files and print them. The information in Section B is correct to the best of my knowledge.

_____   _____
Proctor/Testing Center Director Signature   Date

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