

Making Arrangements for a Proctored Exam

- Step 1. Contact your instructor to make arrangements to have an exam proctor.
- Step 2. Contact the person who qualifies as a suitable proctor (see chart below) to ask if he or she is willing to proctor the exam. If the person agrees, arrange a date, time, and place for the exam. The student must pay any expenses involved, including postage to return the exam according to the specific instructions provided by the instructor

Individuals Who Qualify as a Suitable Proctor:

A full-time member of the teaching faculty of CCAC, a CCAC adjunct faculty member or an educational administrator of CCAC or designated CCAC staff	A public librarian For employed students: the Human Resources Director or company educational manager
A member of the teaching faculty or an educational administrator of any regionally accredited institution of higher education	For armed forces personnel: any commissioned officer of higher rank than the student, a base commander, a noncommissioned officer in command of a military post, an education officer, or a base librarian
A state-certified elementary or secondary school teacher or school librarian, school superintendent, principal, or Intermediate Unit administrator	For incarcerated individuals: any prison administrator such as a warden or medical administrator, a prison counselor, or prison librarian

Please note: Friends and relatives are NOT permitted to proctor your exams

- Step 3. Complete a **Test Proctoring Proposal Form** (found on the next page) and mail or fax it to the Proposed Proctor at least two (3) weeks in advance of the test date
- Note: The instructor must approve the proposal. Once the request is approved, the exam(s) and instructions will be mailed to the proctor. The student will be notified if the proposal is not approved.

Take the exam at the proposed location and time

Test Proctoring Proposal Form

This form is to be used for online learning courses when a proctored test is requested and campus testing center facilities are not accessible to the student. This form is a proposal from a online learning student who needs to have an exam proctored (*CCAC Online Learning Department does not provide test proctoring*). The instructor may approve or disapprove this proposal based upon the instructor's assessment of the information provided on the form.

The **student** is responsible for sending this completed proposal to the proposed proctor.

Title of Course:	Semester:
Instructor Name:	Student ID or Social Security Number:
Student Name:	Student E-mail:
Student Address:	Student Phone Number:
Proposed Date of Exam:	Exam # (if any):
Reason for Request:	
Name of Proposed Proctor:	Proctor's Daytime Phone Number:
Proctor's Address: <small>(all testing materials will be mailed to this address)</small>	Qualifications of Proctor:

This section to be signed by proposed proctor:

I attest that I can and will provide a secure environment for this student to complete the designated exam for this course and will abide by the instructions of the instructor. I further attest that I will retain the confidentiality of this exam from all persons except the instructor and will return the exam according to the specific instructions provided by the instructor.

Signature

Date