

PROCTOR CERTIFICATION FORM

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY,
BEFORE AGREEING TO PROCTOR AN EXAMINATION.**

In order to become a proctor, the individual cannot be a coach, relative, co-worker, or friend of the test candidate, or of the test candidate's parent and must hold one of the following occupational titles:

I certify that I am one of the following:

- Local college/professional testing center staff or administrator
- School or public librarian, full-time teacher, or professor
- School superintendent, principal, assistant principal, or other education official/administrator
- Embassy education officer, military base/station education officer, fire chief or captain
- Overseas (Military) Non Commissioned Officer in Charge or Officer in Charge
- Other (please list) _____

I certify that I am NOT a coach, relative, co-worker, or friend of the test candidate, or of the test candidate's parent:

Yes

I certify that the proctoring site is not a private residence:

Yes

I certify that I will verify each test candidate's identity with a photo ID prior to the start of the examination:

Yes

I certify that each test candidate will not view the examination prior to taking it:

Yes

I certify that each test candidate will not use any books, notes, online content, or other items, except what is allowed by the instructor:

Yes

I certify that each test candidate will not be left unattended at any time during the examination:

Yes

Proctor Name:

Proctor Signature:

Organization:

Proctor's Professional Email Address:

Proctoring Site Address:

Please email completed form to cse-proctorinfo@case.edu.

Proctor Guidelines/Responsibilities

WHO CAN BE A PROCTOR?

In order to become a proctor, the individual cannot be a coach, relative, co-worker, or friend of the test candidate taking the exam and must hold one of the following occupational titles:

- Local college/professional testing center staff or administrator
- School or public librarian, full-time teacher, or professor
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The proctor must also have a professional e-mail account and physical work address to verify his/her title.

PROCTORING SITE SECURITY

- The proctoring site must not be a private residence.
- The proctor is responsible for maintaining security at the testing site. The test candidates must feel safe in the proctoring site at all times.
- All study materials must be secure.

PROCTORING SITE REQUIREMENTS

The proctoring site cannot be a private residence. Some examples of acceptable proctoring sites are:

- Testing centers
- Proctoring centers
- Public libraries
- Schools

PROCTORING ENVIRONMENT

The location, space, and layout of the proctoring site are vital to the accomplishment of its mission. At the proctoring site, the proctor must:

- Anticipate outside factors that may divert the attention of examinees, and take action to avoid them
- Consider room temperature; attempt to correct as needed
- Assure adequate lighting
- Provide adequate test room(s)/space for given volume
- Provide seating and writing surfaces appropriate for test volume, test materials, candidate characteristics, ADA, and other special requirements
- Examinees should be seated in order to limit their view of others' work
- Check facility to assure readiness for testing
- Have backup plans in case of emergency or problem, if possible
- Access to the proctoring site requires that adequate parking is available and ADA requirements are met

EQUIPMENT AND SPACE

- Testing space may be utilized by multiple examinees, either simultaneously or at different times, as desired by proctoring centers, provided that exam requirements meet basic standards for its use and proctoring sites comply with given instructions.

BEFORE THE EXAM

- Communicate necessary information to examinees.
- Request that examinees be prepared to leave unnecessary personal items (including cell phones and iPods) in their car, home, or in a bag that can be placed in a secure location while the exam is in progress.

DURING THE EXAM

- Check the photo identification of the examinees.
- Abide by given instructions and read any instructions clearly and verbatim.
- Observe examinees without being obtrusive.
- Call or email instructor immediately, if necessary, to resolve questionable situations.
- Manage and report irregularities when they occur to instructor.

FOLLOWING THE EXAM

- Send exam to instructor immediately after exam is finished, per the instructor's direction.

SPECIAL ACCOMMODATIONS

Test centers must make all special accommodations when necessary:

- Test centers will provide testing to persons with disabilities, with accommodations approved by the proctor, if possible.