

Exam Procedures

Tests can be taken by a variety of methods:

1. at the Lock Haven campus (recommended)
2. through an instructor approved test proctor

Method #2 requires the approval of a test proctor. If you are unable to take the EXAM at the Lock Haven University campus, you are responsible for finding a qualified person to serve as your test proctor.

If you elect to use a proctor, your completed proctor form must be mailed or faxed to the course Instructor. Proctors must be requested on or before the date established by the Instructor. A proctor can be a faculty member, administrator, or other professional staff member of a school or college, an employee of a commercial testing center, an educational counselor, a library staff member, a member of the clergy, or your supervisor at work. Your proctor **cannot** be a family member or a co-worker. Requests for proctored tests and the individual proctor must be approved by your course Instructor. Your instructor reserves the right to contact your requested proctor and to reject requests for a specific proctor for any reason.

Proctors are required to monitor the test taking, and return the test to your instructor. Proctors should be able to answer any questions on test taking procedures, not questions on test content. You are not permitted to leave the testing area until the test has been completed and both you and your proctor are required to sign the verification form sent with the test(s).

PROCTOR RESPONSIBILITIES:

Proctors will be requested to provide straightforward information regarding their relationship with the student and accurate contact information via a Proctor Agreement Form. The proctor will be responsible for providing an appropriate testing environment, keeping tests secure prior to and after test taking and must also agree to destroy electronic or original copies of tests (e.g., if test was faxed to instructor) upon notification by the course instructor of the test being received. While taking the exam, students are not permitted to leave the testing area until the test has been completed. Both the student and proctor will be required to sign the verification form sent with the test(s). A proctor is not required to monitor the test taking, but is required to promptly return both taken and/or untaken tests to the course instructor. Proctors should be able to answer any questions on test taking procedures, not questions on test content.

APPROVAL CRITERIA:

Proctor relationship to student fits the following guidelines:

- o faculty member, administrator, or other professional staff member of a school, or college
- o employee of a commercial testing center
- o educational counselor
- o library staff member

Proctor Request Form: (to be completed by the student)

Course / Section: _____

Semester: _____

Student Information:

Name: _____

Address: _____

Proctor Information:

Name: _____

Title: _____

Relationship to Student: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Proctor Signature: I have read the Proctor responsibilities and agree to proctor the test in accordance with these procedures.

Proctor Signature, Date

Instructor Signature, Date