

TEST PROCTOR GUIDELINES

(This application will be used to request a test proctor outside of the TCSG Technical College.)

The student noted on the attached document is requesting that you serve as a test proctor. You must adhere to the following guidelines if you decide to serve as a test proctor.

- ▶ Confirm the exam arrangements with the student in writing.
- ▶ Provide the student with directions to the testing facility.
- ▶ Abide by the instructions provided on the Proctored Exam Information Agreement that will be submitted to your attention prior to the exam.
- ▶ Administer the exam in a location that provides a comfortable testing environment.
- ▶ Request to view a copy of the student's photo ID once the student arrives to attempt the exam.
- ▶ Supervise the student taking the exam by staying in the testing area with the student and answering only those questions not pertaining to the test.
- ▶ Terminate the exam if the student displays improper conduct.
- ▶ Complete the Proctored Exam Information Agreement Verification section and return the completed form to the instructor of the course.

PROCTOR APPROVAL APPLICATION

<i>Print this form and provide it to your selected proctor.</i>		
Student Information <i>(This section will be populated using info from the TCSG Proctor Request Form.)</i>		
First Name	Last Name	Middle Initial
Student ID #	Student E-mail Address	
Course Prefix & Number	Course Prefix & Number	
Time and Date Stamp		
College Information <i>(This section will be populated using info from the TCSG Proctor Request Form.)</i>		
Name of College Offering the Course		
Instructor's Name	Instructor's E-mail Address	
Proctor Information <i>(To be completed by the prospective test proctor.)</i>		
First Name	Last Name	Middle Initial
Title/Position:		
Name of Employer:		
Address of Employer:		
City: State: Zip Code:		
Business Phone: Business Fax:		
Proctor E-mail Address:		
Would you like to be placed in our Test Proctor Database to be contacted for future exams? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you require a test proctoring fee? <input type="checkbox"/> Yes Indicate Amount \$ _____ <input type="checkbox"/> No		
Proctor's Signature		
<i>By signing my name above I verify that all information is true to my knowledge. I agree to adhere to the Proctor Requirements indicated by your college if I am approved to administer the exam.</i>		