

Proctor Form

It is the student's responsibility to find a potential proctor, fill out the first part of this form and have the prospective proctor fill out the second part. The student should then return this form to the professor so she or he can approve the proctor.

Information to be given by the student

Name of student _____

Name of course(s) to be proctored _____

Name of Potential Proctor _____

Information to be filled out by the person asked to serve as a proctor the person who agrees to proctor

Read the guidelines:

Guidelines for Proctoring Exams for Athens State University

1. Proctors shall not be degree-seeking students at Athens State University or the educational institution administering the exam.
2. When monitoring an exam, a proctor shall remain in the room where the exam is being taken for the entire duration of the exam, unless relieved by another proctor. Proctors may not authorize others to serve as temporary substitute proctors unless those individuals acting as substitutes are authorized by the institution to be proctors. Proctors may not leave the room unless important safety and health needs require it.
3. Proctors shall not be a social acquaintance or relative of a student taking the exam.
4. Proctors shall not be a co-worker of the person taking the exam.
5. Proctors shall not be a subordinate who operates within the line of authority of the person taking the exam.
6. Proctors shall report cheating and all other forms of academic misconduct known

to them as a result of the role of exam proctor. Such misconduct shall be reported by the proctor to the professor.

7. Proctors shall not assist students in any way during the exam with regard to understanding, interpreting or answering questions on the exam.
8. Proctors shall make all efforts to maintain an environment in the examination room that is conducive to concentration and the taking of exams. The proctor shall prohibit loitering or socializing in the exam room by persons not taking the exam. Other acts of socializing during the time of the exam that might disturb the environment in the exam room are prohibited.
9. All cell phones must be turned off.

I understand and will comply with all the guidelines set forth above

____ Yes

____ No

Today's Date _____
Proctor's Name _____
Place of Employment _____
Job Title _____
Email Address _____
Work Phone Number _____
Mailing Address _____

