

## **Requesting a Proctor Instructions**

### **I live outside Central Utah (Juab, Millard, Piute, Sanpete, Sevier and Wayne counties)**

If you live outside of Central Utah you may arrange for a proctor. A proctor is an individual *not associated with you* who can supervise a test/exam. A proctor is present to ensure a secure testing environment free of distractions and resources that might compromise the integrity of the exam.

A new proctor agreement must be approved for each course and semester. You must secure a proctor within the first two (2) weeks of the semester. Allow at least 2-3 working days for the proctor information to be processed and approved by the instructor.

You will need to make arrangements with the proctor for specific times and dates to take the exam. Some proctoring locations/personnel may require a fee for proctoring services. You are responsible for any proctoring fees.

### **Finding a Proctor**

You are responsible to identify a proctor to facilitate a test/exam. Suitable proctors include personnel associated with:

- College or University Testing Centers
- Public Libraries
- Military Education Centers
- Public Education (K-12) Schools

The proctor must have internet access and understand instructions written in English. They must also provide a business address, phone number and email address. Public email addresses (Yahoo, Hotmail, etc.) will not be accepted.

All exams will be sent by email or regular mail directly to the proctor. The exams will be sent a few days prior to the listed exam dates.

Once you have identified a proctor, you must complete the Proctor Request Form and email it to your instructor for approval.

**PROCTOR REQUEST FORM****Student Information**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Course: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State / Province / Region: \_\_\_\_\_

Zip / Postal Code: \_\_\_\_\_ Country \_\_\_\_\_

**Course Information**

Course (i.e. MATH 1010-107): \_\_\_\_\_

Instructor: \_\_\_\_\_

Semester: \_\_\_\_\_ Course: \_\_\_\_\_

**Proctor Information**

Proctor Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State / Province / Region: \_\_\_\_\_

Zip / Postal Code: \_\_\_\_\_ Country \_\_\_\_\_

Upon receipt, you will be informed via email if your proctor request has been approved.

This form contains confidential information and is intended only for the sole use of the student and Snow College Online Instructional Testing. By submitting this form, the individuals certify that the information is correct and that it is a valid agreement between the parties.