PENNSTATE

World Campus and Continuing Education

Student Enrollment Services
The Pennsylvania State University
301 Outreach Building
University Park, PA 16802

814-865-5403
Toll Free: 1-800-252-3592
Fax: 814-865-3290
www.worldcampus.psu.edu
records@outreach.psu.edu

Proctor Information Form

Please complete this form, including all the necessary proctor verification documentation located on page 2. Fax (814-865-3290) or email (records@outreach.psu.edu) it to Student Enrollment Services.

Student Name: _____ PSU ID: _____

Phone: _____ Email: _____

Course(s): _____ _____ _____

_____ _____ _____

Proctor Information (Relatives and friends are **not** suitable proctors)

Name: _____ Position / Title: _____

Business / Library / School Name: _____

Business / Library / School Website: _____

Business Address:

_____
(Street)

_____ _____ _____
(City)   (State)   (Zip)

Business Phone Number: (_____)_____
Area code   Phone Number

Email Address: _____
Please note: The proctor's e-mail address MUST be a business e-mail address. Any Yahoo, Gmail, Hotmail, or other similar web-based email addresses will be subject to administrative approval.

World Campus courses only feature online exams. Are you able to proctor online exams? ☐ Yes ☐ No

To be read and signed by the proctor.

- I do hereby agree to administer the exam to the student listed above and to monitor the student (and computer screen if online) continuously during the exam.
- I will also adhere to the specific proctor rules, which will be provided with each exam.
- I agree to provide the student with a quiet, distraction free environment for taking exams and verify the identity of the student with a valid photo ID.
- I agree to provide adequate exam security.
- **Tests must be taken within an educational or professional setting. <u>Residential settings are not acceptable</u>.**
- **All proctors must be verified with their stated organization or institution and have a work related email address.**

Proctor's Signature _____ **Date** _____

Signature certifies that the enclosed verification information is authentic and complies with corresponding guideline (s) listed on the following page.

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Both Proctor Information form and Verification Information are required for proctor approval.

Suitable Proctor	Verification to Submit
A full-time member of the teaching faculty or an educational administrator of any regionally accredited institution of higher education	Submit the web address for the institution's staff directory where the proctor's name/position appears.
A full-time elementary or high school teacher, school librarian, or counselor.*	Submit a letter on official school letterhead from the proctor's principal, superintendent, or Human Resources Department verifying the proctor's position.
Any educational administrator who holds a position similar to a high school superintendent, principal, or a district/intermediate unit administrator.	Submit the web address for the institution's staff directory where the proctor's name/position appears.
A currently employed public librarian or other qualified library staff member**	Submit a letter written by the proctor's supervisor or Human Resources Department on official letterhead from the library system in which the proctor is employed. The letter must include verification of the proctor's employment and job title.
An employee of higher rank than the student in the same corporation/agency where the student is employed.	Submit a letter on the organization's official letterhead from the proctor's supervisor, Human Resources Department, or hiring manager verifying employment of the proctor and student in the organization and listing proctor's title and position. The letter must verify that the proctor holds a higher rank in the organization.
Any active, recognized member of the clergy	Submit a letter on official letterhead verifying the proctor's position/ordination as well as business email and mailing addresses. Verification of ordination and organization's business license must be included.
ARMED FORCES PERSONNEL: Any commissioned or non-commissioned officer of higher rank than the student; an education services officer or testing personnel at a Military Education Center; a base clergy member; a base or unit level commander; a base librarian; or service approved authorized representative.	Submit a letter on official military letterhead from student's Unit or Command verifying the proctor's position and rank and confirming that the proctor holds a higher position. For proctors outside the student's military chain of command, submit a letter from the proctor's supervisor verifying their position and rank. Deployed military students can provide a verification letter of the proctor's position and rank from their deployed Unit or Command. Service approved authorized representative proctors do not require a verification letter.
Professional Testing Centers**	Submit a letter on testing center letterhead from the testing center manager verifying the site's mailing, phone number, and email address.

* *A currently employed teacher may not request a fellow teacher as a proctor.*

***It is recognized that the named proctor at public libraries or professional/college testing centers may delegate the proctoring to other qualified staff within the center. The named proctor will still assume responsibility that all standards are met.*

Proctor information is kept on file for 2 years. After 2 years, proctor information must be updated and submitted again or a new proctor obtained.

- Examinations are sent only to approved professional/business email addresses. Any Yahoo, Gmail, Hotmail, or other similar web-based email addresses will be subject to administrative approval.
- Examinations are not permitted to be faxed.
- Examinations must be taken within an educational or professional setting. Residential settings are not acceptable.
- For faculty/teacher proctors, examinations cannot be sent to a home address during the summer; they must be sent to a business address, the schools administrative office, library, etc.
- Pre-approved proctors are available at most of our campus locations. Please call 1-800-252-3592 for more information.