

Proctor Roles & Responsibilities

Thank you for providing your time and assistance in the proctoring of exams for our students. We would like to share with you our testing processes, as well as the guidelines for proctor responsibilities.

Responsibilities:

- Review and agree to the following roles and responsibilities
- Ensuring that you and your student have completed and signed a Proctor Identification Form, which is then turned in to our office via email (cpd.hwexam@asu.edu); Confirmation of proctor contact information will be sent to the student.
- Receiving the exams via email from cpd.hwexam@asu.edu
- Adhering to the exam guidelines (time frame, open- or closed-book exam, etc.)
- Ensuring that ASU Academic Integrity Policy has been upheld and notifying our office if you become aware of the student not following such policies
- Completing the Examination Certificate for all exams (including date, time, page numbers, and signatures)
- Returning the exams to our office via email (cpd.hwexam@asu.edu)
- Notifying our office of any email, phone, or other information changes

Exam Roles:

- We will send you the exam through email in either PDF or Word Document format approximately 1-2 business days before the test date.
- The exam email will include all pertinent instructions and information for the exam, as well as a list of students and their respective proctors.
 - If you have any questions or concerns regarding the exam or its instructions, please contact our office immediately
- The exam must be administered to the student under the guidelines noted in the exam email.
- Once the exam is completed, you may scan and email the exam to our offices, within the same business day or as soon as possible.
 - We recommend scanning and emailing the exam to cpd.hwexam@asu.edu to ensure timely and legible submission of the exam.
- We will then send a confirmation receipt of the exam's submission to both the proctor and student.
- Keep exam in your possession and kept confidential, **never** leaving student in possession of the exam prior to or following the exam time.

Acceptable proctors include: Education office; librarian at a college, university, or academic institution; testing administrator at college, university or testing center; military learning center or military office of higher rank; HR or training representative or direct supervisor within the student's organization.

*Proctors **cannot** be another student in the program or admitted to ASU, a friend/colleague, family member, teaching assistant or anyone who reports directly to you.*

Proctor Approval Application

Student Section: To be completed by the student.			
1. Student Contact Information:			
Name		Email Address	
Job Title / Company		Daytime Phone Number	
2. Course Number(s) and Instructor(s)		3. Term Year	
<input type="checkbox"/> An education office or librarian at a community college, university, or academic institution <input type="checkbox"/> A testing administrator at a college, university or private testing service <input type="checkbox"/> A military Learning Center or military officer of a higher rank than the above-named student <input type="checkbox"/> Other: _____		Name _____ Title _____ Organization _____	
<p>6. I, the student named above, agree to the following: (1) to locate an approved proctor or testing center and set up an appointment for my course exam(s), accordingly to published dates; (2) to arrange for fee payment for the proctoring services, if applicable; (3) to submit this proctor form for completion and to provide him/her the instructions; (4) confirm the email address of the proctor with GOEE after receiving confirmation of approval; and (5) all information provided in this form is correct to the best of my knowledge.</p>			
Student Signature		Date	
Proctor Section: To be completed by the proctor or testing center director.			
1. Proctor Contact Information:			
Name of Proctor or Testing Center Director		Phone Number	
Organization/Company Name			
Street Address			
City		State	Zip
Email Address			
<p>2. I, the proctor noted above, agree to the following: (1) to the best of my abilities, I will uphold the ASU Academic Integrity Policy (available at https://provost.asu.edu/academicintegrity/policy); (2) I have internet access or email at the testing site that will allow me to download and receive PDF and/or Word Documents and print them for proctored exams; (3) I agree to administer the exams in accordance with the instructions provided by the professor and/or GOEE; and (4) the information above is correct to the best of my knowledge.</p>			
Proctor/Testing Center Director Signature		Date	