PROCTOR INFORMATION GUIDELINES

Students,

It is your responsibility to secure a proctor. If you do not submit your proctor information by the due date, it could result in a 0 grade. Please plan accordingly!

Who can be a Proctor:

Any responsible adult that is not related to you could be approved as a proctor. Relatives are not acceptable proctors. Additionally, a proctor cannot be an undergraduate student at any institution.

Please Note: A proctor’s e-mail address must be a business/government e-mail. Any e-mails ending in gmail.com, yahoo.com, outlook.com or other similar web-based e-mail addresses are not acceptable.

Here is a list of acceptable people who could potentially be approved as proctors:

- A full-time member of the teaching faculty or an educational administrator or staff of any regionally accredited institution of higher education.
- A state-certified elementary or high school teacher or school librarian.
- Any educational administrator who holds a position similar to a high school superintendent, supervising principal, principal, or an Intermediate Unit administrator whose name appears in the institution’s directory or catalog.
- A currently employed public librarian.
- A corporate staff member who holds a higher rank than the student in the corporation where the student is employed.
- An individual who is an active member of the clergy.
- A government employee of higher rank than the student in the same government agency where the student is employed.
- ARMED FORCES PERSONNEL: Any commissioned officer of higher rank than the student, a base commander, a noncommissioned officer in command of a military post, an education officer, or a base librarian.
- INCARCERATED STUDENTS: The education officer, librarian, or chaplain of the facility.

The Proctors Role:

Penn State requires written proctor verification to ensure academic integrity and maintain accreditation by the Middle States Association of Colleges and Schools. Your proctor is responsible for maintaining the academic integrity of the exam process on behalf of Penn State. The proctor will give you the exam, work with you to reach the instructor if you have any questions, collect the completed exam, and return it to Penn State as per the exam instructions.

Once we receive the proctor form below, we will verify all of the information with the proctor. If your proctor is approved, we will make arrangements to get the exam to the proctor. If your proctor is not approved, we will contact you to find a new proctor.

Please contact us at 814-865-7643 if you have any questions.
PROCTOR INFORMATION FORM

Please Print Clearly:

Course: _______________________________ Exam: __________________________________________
I am planning to use the same proctor for all exams: Yes No

Date and Time Exam is to be Taken: _______________________________________________________

Student Name: _________________________________________________________________________

Phone: ____________________________ E-mail: __________________________________________

Proctor Name: ____________________________ Position/Title: ___________________________________

Address: ____________________________________________________________________________
(NO PO BOX)

Phone/Fax: ____________________________

E-mail: ____________________________________________________________________________
(Please Print Clearly)

Please Note – The proctor’s e-mail address must be a business/government e-mail. Any e-mails ending in
gmail.com, yahoo.com, outlook.com or other similar web-based e-mail addresses are not acceptable.

To be read and signed by the proctor:

• I do hereby agree to administer the exam to the student listed above and to adhere to the standards of
  academic honesty.

• I will adhere to the exam instructions, which will be provided with each exam.

• I agree to provide the student with a quiet, distraction free environment for taking the exam and will verify
  the identity of the student with a valid photo ID.

• I will be responsible for receiving and returning all exam materials immediately after completion.

• I agree to provide adequate exam security as long as these documents are in my care and will not copy or
  share the exam unless specifically told to do so.

Proctor Signature ____________________________ Date _____________

Signature certifies that the enclosed verification information is authentic and complies with the corresponding
guidelines listed previously.