Proctor Guidelines and Forms

Syracuse University requires proctor verification to ensure academic integrity. Your proctor is responsible for maintaining the academic integrity of the exam process on behalf of Syracuse University. If the proctor believes that the academic integrity of the exam process has been compromised, he or she has the right to stop the exam. Whether or not the exam is stopped, the proctor will report the incident to the Syracuse University [School/College Name] and will share the information with your course instructor, who will decide on the appropriate action, consistent with Syracuse University's policy on academic integrity (http://supolicies.syr.edu/ethics/acad_integrity.htm).

What You Need to Know

- Review your course syllabus for exams that may need to be proctored. Verify the exam policy with your instructor.
- Proctors must meet the requirements noted below and submit documentation verifying their qualifications; proctors must be approved before any exams can be taken.
- Students are responsible for paying any expenses incurred in retaining a proctor.

Students: How to make proctor arrangements and take exams

Use the following steps to ensure that you will be ready to take your exam with an approved proctor:

1. Decide whether you will take exams at an exam center or with an individual proctor.
   a. If you plan to take exams with an individual proctor, your proctor must be approved.

   Review the proctor requirements (noted below) to ensure that your proctor is qualified.
   Collect any required documentation of the proctor’s position.

2. Send your proctor Nomination and Verification form and supporting documentation to [Fax or Email].

   You will receive an email in 5-7 business days notifying you if your proctor has been approved.

3. Review the exam procedures for your course to prepare for your exam.

   You and your proctor will both receive email reminders of your exam and the exam procedures.

4. Take your exam at your scheduled exam time and location.

5. You must begin your exam at the beginning of the exam time you have scheduled. Contact to [Fax or Email] if you or your proctor experience any technical difficulties with accessing the exam.

   If you must reschedule the exam outside the exam dates, contact the course instructor to get permission. The course instructor can determine whether the exam can be taken outside the scheduled dates and provide access to the exam accordingly.
Proctors: What you need to know

Exam proctors must be persons of good character with sound credentials. Proctors must meet several requirements:

- Proctors cannot be related to or be a personal friend of the student.
- If the exam is distributed online, proctors need to ensure the student’s access to a computer at the exam location.
- Proctors must be able to continuously monitor students during the exam.
- Examinations will only be sent to business email addresses. If your business email address is a Yahoo, Gmail, Hotmail, or other similar free email address, you will need to provide documentation in the verification letter that this is a business email address.
- The supporting documentation in the table below (where applicable) must be submitted with the Proctor Nomination and Verification form.

<table>
<thead>
<tr>
<th>Acceptable Person to Serve as a Proctor</th>
<th>Required Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A member of the teaching faculty or an educational administrator at any regionally accredited higher education institution</td>
<td>A web address for the institution’s staff directory where the proctor’s name/position appears</td>
</tr>
<tr>
<td>A state-certified elementary or high school teacher, or school librarian.</td>
<td>A letter on official letterhead from the proctor’s principal, superintendent, or human resources department verifying his or her position.</td>
</tr>
<tr>
<td>A currently employed teacher may not request a fellow teacher as proctor; however, a superintendent or principal from the same school district is acceptable.</td>
<td></td>
</tr>
<tr>
<td>Any educational administrator who holds a position similar to high school superintendent, supervising principal, principal, or Intermediate Unit administrator (whose name appears in the institution’s directory or catalog).</td>
<td>A web address for the institution’s staff directory where the proctor’s name/position appears</td>
</tr>
<tr>
<td>A currently employed public librarian or other qualified library staff member</td>
<td>A letter written by the proctor’s supervisor or human resources department on official letterhead of the library system in which the proctor is employed. The letter must include verification of the proctor’s employment and job title.</td>
</tr>
<tr>
<td>It is recognized that the main proctor at public libraries may delegate the proctoring to other qualified staff within the center. The main proctor will still assume responsibility that all standards are met.</td>
<td></td>
</tr>
<tr>
<td>An employee who holds a higher rank than the student in the same corporation/agency where the student is employed.</td>
<td>A letter on official corporate letterhead written by the proctor’s supervisor or human resources department verifying that the proctor and student are employed at the company and listing</td>
</tr>
<tr>
<td>Professional Testing Centers</td>
<td>the proctor’s title and position. The letter must verify that the proctor holds a higher rank in the organization.</td>
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<tr>
<td>A person who is an active member of the clergy.</td>
<td>A letter on official letterhead verifying the proctor’s position/ordination and his or her business email and mailing address. Verification of ordination or the organization’s business license must be included.</td>
</tr>
<tr>
<td>For personnel of the armed forces: 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.</td>
<td>A letter on official letterhead from the proctor’s unit or command verifying the proctor’s position and rank and confirming that the proctor holds a higher position than the student. 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. Proctors for military testing centers that can be verified on a business website do not require a verification letter.</td>
</tr>
<tr>
<td>Professional Testing Centers</td>
<td>A letter on official letterhead from the testing center manager verifying the site's mailing address, phone number, and email address.</td>
</tr>
</tbody>
</table>
Proctor Nomination and Verification

Complete this form and send it with any required supporting documentation (see the table on page 2) to [Fax or Email].

Exam Date(s) and Time(s)

Course: ________________________________________________________________________
Instructor: _______________________________________________________________________
Exam Date and Time: _____________________________________________________________

Student Information

Student Name: ________________________________________________________________________
SU ID: ________________________________________________________________________________
Phone: _______________________________________________________________________________
Email: _______________________________________________________________________________
Course(s):
____________________________________________________________________________________
___________________________________________________________________________________

Proctor Information

Name: _______________________________________________________________________________
Position/Title: _________________________________________________________________________
Business/Library/School Name: ___________________________________________________________
Business/Library/School Website: _________________________________________________________
Business Address: ______________________________________________________________________
Business Phone Number: ________________________________________________________________
Business FAX Number: __________________________________________________________________
Business Email Address: _________________________________________________________________

Student’s Signature: ___________________________________________ Date: ______________
Proctor’s Signature: ___________________________________________ Date: ______________

Signatures certifies that the verification information is authentic.
Email copy to be sent to student with cc’ to proctor after Proctor Nomination and Verification form is received and processed:

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We have confirmed that your exam for [course name and number] will be proctored by [name of proctor or testing center].

1. We have confirmed that your final exam for [course name and number] will be proctored by [name of proctor or testing center].
   a. Your exam is scheduled for [month day, year] from [time block and time zone].
   b. You are required to make the necessary arrangements with the proctor for that date and time.

2. Print the attached Proctor Certification Form and provide it to your proctor on the day of your exam.
   a. You and your proctor must complete and sign the form after you finish your exam.

3. Your proctor will receive your exam instructions shortly before the start time of your exam.
   a. Open the email and print any attachments in the presence of your proctor.

4. You will complete your exam in [hard or soft] copy format.
   a. [update this list as applicable] No computers, laptops, mobile devices, or text books are permitted.

5. You will have [time duration] to complete the exam.

6. Send your completed exam and the signed Proctor Certification form to [FAX or email].
   a. Have your proctor retain the original copy of your completed exam, as it may be necessary to resend the document.
   b. Your proctor will receive a confirmation call or email to confirm the exam and form were received.
Email copy to be sent to student with cc’ to proctor with Proctor Certification on day of exam – include exam materials if exam is not distributed/accessed online:

Dear [Proctor’s Name],

Thank you for proctoring the [exam name] for [student’s name]. Please adhere to the following procedures:

1. Print the attached Proctor Certification form and any other attached materials.
2. Ensure that the student is in a quite space with minimal distractions.
3. **[for hard copy exams]** Ensure that no computers, laptops, mobile devices, or text books are available to the student.
   **[for online exams]** Ensure that the student as logged into the following location and that only one browser is open: [URL]
4. Begin the exam at [time]. The student has [hours/minutes] to complete the exam.
5. Observe the student during the entire time of the exam.
6. **[FAX or email]** the completed and signed Proctor Certification form and the exam [if hard copy] to [FAX number or email address].
Proctor Certification Sheet

Fill out and sign this form after the student has completed the exam. Send the form back to the FAX number or email address you were provided in your confirmation email.

Proctor’s Name: _________________________________________________________________

Student’s Name: _________________________________________________________________

Date of Test: ____________________________________________________________________

Time Test Started: ________________________________________________________________

Time Test Finished: _______________________________________________________________

Student Authentication:
I, the above named student, hereby certify that I have completed this examination in complete accordance with the regulations stated in the Proctor Guidelines, and that no items, such as books, notes, reference materials, or instruments, were utilized except those specifically authorized for use with the examination.

Student Signature ___________________________________________ Date ________________

Proctor Authentication:
I, the above named proctor, certify that the above named student did successfully complete the attached examination for Syracuse University under my supervision and in accordance with the regulations given on the Proctor Guidelines Form.

Proctor Signature ___________________________________________ Date ________________