EXAMINATION PROCTOR GUIDELINES
For Distance Learning/Off Campus Students

Off campus examinees should be testing under the same conditions as their on-campus peers to ensure the academic integrity of the examination. **Federal law requires strict guidelines and only the following currently employed professionals in these areas will be considered as proctors:**

<table>
<thead>
<tr>
<th>Appropriate Proctors</th>
<th>Inappropriate Proctors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Educators &amp; School Counselors</td>
<td>High School Students</td>
</tr>
<tr>
<td>Approved Police Personnel</td>
<td>College Peers</td>
</tr>
<tr>
<td>Human Resource Professionals</td>
<td>Relatives</td>
</tr>
<tr>
<td>in corporations with 50 or more employees</td>
<td>Co-workers</td>
</tr>
<tr>
<td>Community Librarians</td>
<td>Direct Supervisors</td>
</tr>
<tr>
<td>Approved Military Personnel</td>
<td>Neighbors</td>
</tr>
<tr>
<td>State &amp; Federal Park Service Supervisors</td>
<td>Friends</td>
</tr>
<tr>
<td>Elected Officials</td>
<td>Friends/co-workers of family</td>
</tr>
</tbody>
</table>

Proctors must have fax capability at a place of business and an email address. *A copy of the proctor’s driver’s license or a business card of current employment must accompany the Proctor Agreement Form.*

Missouri Southern State University (MSSU) reserves the right to verify proctor qualifications & employment. MSSU may require additional evidence of eligibility for approval. The Proctor Agreement may be terminated for any just cause by MSSU upon written notification to all parties. **Proctor’s must fit into the “Appropriate Proctors” category listed above.**

The examination should be administered in a quiet office or classroom setting conducive to concentration. Examination administration in private homes is **NOT** allowed ever.

**Proctor Responsibilities:**
- Proctors should remember that exam security is of utmost importance at all times, and that they are responsible for safeguarding all exam materials in their care.
- **Check student photo ID** to ensure the examinee is actually the person scheduled to test.
- Ensure no copies of the exam are made, other than that utilized as a test or quiz.
- Ensure that the student does not access notes, books, or articles during the exam unless the test specifies otherwise. **All test papers must be collected and returned to MSSU Testing Services.**
- Proctors should be present during the entire examination period, and should not disrupt the students in any way.
- **Proctors should read all examination instructions carefully, ensure that testing procedures are clear, and that all test pages are accounted for prior to the administration of the exam.** Proctors should be able to answer any questions on testing-taking procedures, but should not answer any questions on test content.
- Time the test and stop the examinee when time has been expended.
- Note any testing irregularities on a separate sheet.
- At completion please fax the test to 417-659-4420 immediately or email us.
- Mail the completed test to the designated address as soon as test is completed.
- If a fee is charged for exam supervision, or postage, please request payment from the student at the time of testing. MSSU will **NOT** pay proctor fees or postage and student must **NEVER** leave with testing materials, proctors should mail tests.
EXAMINATION PROCTOR AGREEMENT FORM

Instructions

Thank you for your willingness to proctor an examination for an MSSU student. Please review the Examination Proctor Guidelines attached. If you meet the qualifications and are willing to assume the responsibilities, please sign and submit this agreement form. Should you have questions before, during, or after the examination, please call me using the information below or provided with the test.

Please return the completed Examination Proctor Agreement Form as soon as possible to:

Missouri Southern State University
Robin Douglas, Testing Service ACTS
Webster Hall – Room #118
3950 E. Newman Road
Joplin, MO 64801
Phone: 417-625-9577    Fax: 417-659-4420    E-mail: distancetesting@mssu.edu

Once this form has been approved at MSSU, test materials can be faxed.

(Please see the next page)
Examination Proctor Agreement Form

As an authorized test proctor, I agree to use the instructor-specified guidelines to administer the MSSU course examination and I hereby state I am an **Appropriate Proctor** as stated in the Examination Proctor Guidelines. **I have read and agree to adhere to the strictest test guidelines that MSSU requires.**

It is mutually understood that the student will inform the proctor of the need to take an exam and will keep his or her appointed time for taking the exam. If the student fails to keep his/her appointment, this information should be forwarded to Testing Services/ACTS office immediately. The student will also inform Testing Services/ACTS of the agreed upon time for taking the examination and an exam will be faxed to the proctor. In return for proctoring the exam, the student may have to pay a fee directly to the proctor prior to the examination time. The agreed fee for proctoring is $__________dollars. (Fees usually run from $0 to $25).

**PRINT CLEARLY THE INFORMATION BELOW**

Student Name: ____________________________________ Student I.D. # _____________________________

Student MSSU Email Address: ________________________________________________________________

Address: ___________________________________________

City: __________________ State: __________ Zip: ________

Phone you can easily be reached on: ____________________________

Student Signature: ____________________________________________

**PROCTOR CONTACT INFORMATION**

Proctor Name: ____________________________________________

Title: ______________________________________________________

Employer: __________________ Supervisor: ____________________________

Ph: __________ Business Address: _________________________________

City: ______________ State: __________ Zip: ______

Ph:cell __________ Business ___________ Fax: ________________

E-mail: ________________________________

Do you prefer fax or email? Circle one: Fax or Email

Proctor Signature: ____________________________________________

*I agree to your guidelines.*

A copy of a picture I.D. of the person who will be proctoring exams or a business card is necessary for verification purposes and must accompany this initial form.) Thank you

Signature of Testing Services/Acts Approval: __________________________

Date: ______________

(This form must be approved by Testing Services/Acts prior to the faxing of the first exam.)