Proctor Guidelines

Please note that these guidelines are part of a pilot for four courses at FIT which require proctors for exams.

Text to appear in catalog for every course requiring a proctor:

Please note that this course requires a proctor to be present during exams. Exams may be taken at FIT during an approved testing session or may be scheduled (by the student) with an outside, pre-approved proctor.

Text to appear on homepage of course (please make this a permanent announcement in your online course):

Please note that this course requires a proctor to be present during exams. Exams may be taken at FIT during an approved testing session (see scheduled test sessions).

If you cannot attend a testing session on the FIT campus, it is your responsibility to schedule an outside test session with a proctor according to the proctor guidelines. Final approval of this proctor must come from your instructor.

Proctor Qualifications:

Proctors ensure accurate test results by confirming the identity of the test taker, monitoring the testing conditions, and ensuring the security of the exam. Most exams are proctored by the instructor, if students can make it to the FIT campus. A student in a remote location who cannot attend a test session on the FIT campus can arrange to take tests by requesting a qualified individual to monitor (or proctor) the exam.

Proctors may be:
- A certified librarian
- A city or county official such as a civil service examiner or judge of a court of law
- An administrator at a college or university (department head, registrar, etc.)
- An official at a public or private school (principal, counselor, etc.)

All proctors must be pre-approved by the instructor at least one week prior to the exam. In order to obtain approval, you must fill out the proctor approval form and submit to your instructor at least two weeks before the exam date. The instructor will phone the proctor before granting approval.
Sample of language for scheduled test sessions (from a current course by Dr. Williamson):

The final will be a 90 minute test that you must take proctored at the FIT campus (or an alternate location arranged by you). I will be giving the exams at the following times:

Here are the times for the Final Exam:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>July 15</td>
<td>10:10 AM - 11:40 AM</td>
<td>B819</td>
</tr>
<tr>
<td>Wed</td>
<td>July 16</td>
<td>1:10 PM - 2:40 PM</td>
<td>B928</td>
</tr>
<tr>
<td>Wed</td>
<td>July 16</td>
<td>4:10 PM - 5:40 PM</td>
<td>B928</td>
</tr>
<tr>
<td>Wed</td>
<td>July 16</td>
<td>6:30 PM - 8:00 PM</td>
<td>B928</td>
</tr>
</tbody>
</table>

Sample language for proctor approval form:

All proctored exams must be administered in an educational or professional setting. A new form must be submitted for each test to be proctored. Please remit form two weeks prior to test date.

Name of Student: ____________________________

Course Title and No: ________________________

Example: MA311

All the following information is necessary for us to verify the name and address of the proctor.

Proctor Name: ____________________________

Business Name: ____________________________

Mailing Address: ____________________________

Relationship to student: __________________

Numbers of years known: __________________

Daytime Phone: ____________________________
Daytime Fax: 

E-mail Address: 

Submit Form  Reset