

MISSOURI SOUTHERN STATE UNIVERSITY

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.

Appropriate Proctors

Professional educators
Approved Police Personnel
Human Resource professionals
Community librarians
Pastors

Inappropriate Proctors

High School students
College Peers
Relatives
Co-workers
Neighbors/Friends

Proctors must have fax capability 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, require additional evidence of eligibility and approve proctor. 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.**

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

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.
- 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 fax the test to 417-659-4420 immediately.
- Mail the completed test to the designated address as soon test is completed.
- If a fee is charged for exam supervision, or postage request payment from the student at the time of testing. MSSU will NOT pay proctor fees or postage.

**MISSOURI SOUTHERN STATE UNIVERSITY
EXAMINATION PROCTOR AGREEMENT FORM**

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 , Division of Lifelong Learning
Webster Hall – Room #116
3950 E. Newman Road
Joplin, MO 64801
Phone: 417-625-9577 Fax: 417-659-4420 E-mail: Douglas-R@mssu.edu

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

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.

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 Lifelong Learning office immediately. The student will also inform the Division of Lifelong Learning 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 time of the fee for proctoring is \$_____dollars. (Fees can run from \$0 to \$25). **PRINT CLEARLY THE INFORMATION BELOW**

Student Name: _____ **Student I.D. #** _____
Student Email: _____

Address: _____ **City:** _____ **State** _____
Zip: _____

Student Signature: _____ **Phone you can easily be reached on:** _____

PROCTOR CONTACT INFORMATION

Proctor Name: _____
Title: _____

Employer: _____ **Supervisor:** _____

Business Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Ph: _____ **Fax:** _____ **E-mail:** _____

Proctor Signature: _____

Signature of Director of Lifelong Learning: _____ **Date:** _____

(This form must be approved by the Director of Lifelong Learning prior to the faxing of the first exam. Upon approval of the agreement, a copy of the proctor agreement will be faxed to the proctor. 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.) updated: 6/09