

Proctor Information

The Proctor's Role

Your proctor is responsible for maintaining the academic integrity of the exam process on behalf of Penn State. If the proctor believes that the exam process has been compromised, he or she can stop the exam. Whether or not the exam is stopped, the proctor will report the incident to the Mathematics Department and the information will be shared with your course instructor. The instructor will decide on the appropriate action, consistent with the University's policy of academic integrity.

What You Need to Know Before You Find a Proctor

- A proctor will need to be identified for your Summer University Park, Web-based Mathematics course.
- Depending on your location, you may have different options for finding a proctor for your exams:
 - **If you live near the University Park campus**, you can schedule exams at the testing center or reserved classroom. Please refer to course information or instructor. Testing options may differ by course.
 - **If you do not live in Pennsylvania or near the University Park campus**, you will need to find a suitable proctor in your area. If you live near another Penn State campus, you might be able to schedule exams with its testing center.
- Your proctor must meet the Mathematics Department's requirements and you must submit documentation verifying your proctor's qualifications before your proctor can be approved.
- Your proctor must be approved before any exams can be taken.
- While many proctors will serve on a voluntary basis, you are responsible for paying any expenses incurred in retaining a proctor.

How to Make Proctor Arrangements and Take Exams

Follow these steps to ensure that you will be ready to take your exam with an approved proctor:

1. **Decide whether you will take exams at a testing center or with an individual proctor.**
2. Your proctor choice must be approved. **For individual proctors, review our proctor requirements** to ensure that your proctor is qualified and collect any required documentation of the proctor's position.
3. **Nominate your proctor for approval by submitting the Mathematics Department Proctor Approval Form.** You will receive an email from the Math Department to your Penn State email account notifying you whether your proctor has been approved.
4. When your proctor is approved, you will schedule your exam.
5. **Review our exam procedures provided by your instructor.** Your proctor will also receive email reminders of your exam and the exam procedures.
6. **Take your exam at your scheduled exam time and location.** You must begin your exam at the beginning of the exam time you have scheduled. Contact your instructor if you or your proctor experiences any technical difficulties with accessing the exam.

7. If you are unable to take your exam during the scheduled exam dates:

- Notify your proctor and determine whether you can reschedule the exam within the scheduled exam dates.
- 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.

If you have not taken your exam on the scheduled date and you have not rescheduled the exam, your proctor is required to contact the Mathematics Department.

Acceptable Persons to Serve as Proctors

Proctors must meet several requirements:

- Relatives and friends are not suitable proctors
- The exams for your course are online using ANGEL, thus your proctor will need to have access to a computer at the exam location.
- Proctors must be able to continuously monitor students during the exam.
- The supporting documentation in the table below must be submitted with proctor approval form before your proctor can be approved. Submit proctor approval form and documentation to the Mathematics Department.
- Examination passwords (to unlock exams) are sent only to approved professional/business email addresses. Any Yahoo, Gmail, Hotmail, or other similar web-based email addresses will be subject to administrative approval.

Acceptable Person to Serve as a Proctor	Supporting Documentation Needed
A member of the teaching faculty or an educational administrator at any regionally accredited higher education institution	A web address for the institution's staff directory where the proctor's name/position appears.
A state-certified elementary or high school teacher or librarian Please note: A currently employed teacher may not request a fellow teacher as a proctor; however, a superintendent or principal from the same school district is acceptable.	A letter on official letterhead from the proctor's principal, superintendent, or human resources department verifying his or her position.
Any educational administrator who holds a position similar to a high school superintendent, supervising principal, principal or intermediate unit administrator (whose name appears in the institution's directory or catalog.)	A web address for the institution's staff directory where the proctor's name/position appears.
A currently employed public librarian or other qualified library staff member Please note: It is recognized that the main proctor a public libraries or professional/college testing centers may delegate the proctoring to other qualified staff within the center. The main proctor will still assume responsibility that all standards are met.	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.
An employee who holds a higher rank than the student in the same corporation/agency where the student is employed.	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 the proctor's title and position. The letter must verify that the proctor holds a higher rank in the organization.

<p>A person who is an active member of the clergy</p>	<p>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.</p>
<p>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</p>	<p>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 for 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.</p>
<p>Professional Testing Centers</p> <p>Please note: It is recognized that the main proctor at public libraries or professional/college testing centers may delegate the proctoring to other qualified staff within the center. The main proctor will still assume responsibility that all standards are met.</p>	<p>A letter on official letterhead from the testing center manager verifying the site's mailing address, phone number, and email address.</p>