

## PROCTOR VERIFICATION FORM *Troy University eTROY*



Verifying proctor identity and qualifications is integral to the academic integrity of our programs. All proctors must meet the necessary criteria for proctor qualifications and are subject to approval by eTROY. Please review the qualifications below and answer the questions to the best of your ability.

1. Name:
2. Business/professional/military email address:
3. Place of employment (include name and physical address):
4. Job title/rank:
5. Phone number:
6. Degree earned:

### A qualified proctor should:

- Have a valid **business/professional/military** email address and Internet access.
- Have a computer lab dedicated only to testing that is quiet, well lit, and free from noise and distraction. *Students cannot use their personal computer!!!*
- Work in a facility that employs trained/certified proctors.
- Offer proctoring services on a regular basis.
- Provide constant, in room supervision for the entirety of the exam.
- Not be a current Troy University student.
- Not be related to the student.

\*\*\*Proctors **MAY NOT** be an attorney; the student's immediate supervisor; a religious leader (e.g. cleric, minister, priest, rabbi); a secretary or an office manager; an administrative assistant; an administrative academic professional like an Academic/Department Chair or Dean; a student tutor, the student's coworker; or the student's family member or friend.\*\*\*

### A qualified proctor agrees to:

- Verify student identity by requesting a valid photo ID prior to opening any exam.
- Verify time limit for the exam and the use of resources (if allowed) during the exam.
- Administer the exam as directed by the exam instructions.
- Never share the exam password with the student or individual not proctoring the exam.
- Ensure that no copy of the test or notes that contain the exact wording of the test questions or answers are taken by the student during the exam.
- Ensure that the student is not assisted by another individual in answering any questions on the exam.
- Report any improper conduct on the part of the student or any evidence that exam integrity has been compromised to the eTROY testing staff.
- Email/fax exam results to the instructor or eTROY testing staff (**if required**). Some test results are sent automatically upon completion. Proctors will receive detailed instructions via email.

I am one of the following (please type appropriate letter here): \_\_\_\_\_

- a. College/university testing center staff
- b. Education testing officer (ESO/TCO)
- c. Sylvan Learning Center
- d. Prometrics
- e. Other (please describe)

Please provide a web address for your facility/institution that verifies your position, job title, or role within the organization listed above (**required**):

Please answer the following questions about your testing facility and its services:

**1. Do you work in a formal testing facility that:**

- Employs trained/certified proctors Yes\_\_\_ No\_\_\_
- Provides proctoring on a regular basis Yes\_\_\_ No\_\_\_
- Offers separate space/lab for proctored exams Yes\_\_\_ No\_\_\_
- Monitors students throughout the duration of the exam Yes\_\_\_ No\_\_\_

**If you answered no to any of the above, please explain:**

**2. How many computer stations are available for testing?**

- Please describe the physical layout of your computer lab in the space below.

**3. How many years has your facility been in operation?**

**4. Can you provide constant, in-room supervision for the entirety of the exam?** Yes\_\_\_ No\_\_\_

- Are you physically in the room during the exam? Yes\_\_\_ No\_\_\_
- Do you employ screen monitoring software? Yes\_\_\_ No\_\_\_
- Does your lab have video surveillance? Yes\_\_\_ No\_\_\_

**If you answered no to any of the above, please explain in detail how you maintain exam integrity:**

**5. Do you have certifications or licenses from any national testing organizations?** Yes\_\_\_ No\_\_\_

If yes, please list:

**6. Are you related to the student?** Yes\_\_\_ No\_\_\_

**7. Are you this student's coworker or direct supervisor?** Yes\_\_\_ No\_\_\_

**8. Are you willing to proctor online exams for other Troy University students?** Yes \_\_\_ No \_\_\_

By checking yes below, you are confirming that you meet the criteria to proctor eTROY online exams.

\*\*\*All proctors are subject to approval by eTROY, and we reserve the right to deny requested proctors if we determine that either the proctor or the testing facility does not meet the necessary qualifications.

If any answers are found to be inaccurate, the student may face academic discipline to include failing the exam or failing the course, which may result in additional disciplinary action up to and including expulsion from the university.

**I verify that I meet these requirements and agree to carry out the responsibilities of a proctor in accordance with the requirements stated on page 1:**

Yes \_\_\_ No \_\_\_