



Testing Center

1-800-766-6067 ext. 1395

304-929-1395

Fax 304-461-3258

Proctor Guidelines & Application

The Individualized Study program requires that you obtain a proctor to be used for many of the courses. A proctor is an individual who meets the designated criteria that agrees to administer your exams in accordance with the guidelines set forth. A proctor must also confirm the exams are given in a suitable educational environment. The proctor will also verify that the student completes testing according to all of the specified policies provided to ensure academic integrity.

Only those students who live outside the 50 mile radius of Mountain State University, any of the branch campuses, or sites will be allowed to obtain a proctor. If you live inside the 50 mile radius (one way) to Mountain State University, any of the branch campuses, or sites then that location will serve as your proctor.

- ◆ Only those individuals holding the following positions may qualify as a proctor. Priority in proctor approval will be given in the following order:
 1. An administrator or faculty member of any accredited institution of higher education
 2. A local or regional librarian
 3. A secondary school (only during the academic school year) teacher, librarian, counselor, or administrator. A student who is employed as a teacher may not have another teacher serve as his/her proctor.
 4. Corporate Training/Education facility
 5. Military personnel: A DANTES test control officer, an educational services officer, a base librarian, or an officer of higher rank than the student.

- ◆ Exams must be mailed to and administered at the educational facility in which the proctor is employed. Exams will not be mailed to PO boxes or home addresses, no exceptions will be made.

- ◆ Proctors must hold a bachelor's degree, or professional certification equivalent.

- ◆ Examples of proctors that will be automatically denied include, but are not limited to:
 - Friends
 - Relatives
 - Co-Workers
 - Graduate Assistants/ Student Workers/ Tutors
 - Part-time employees of Adjunct Instructors

Procedure for submitting Proctor application:

1. The proctor candidate must complete and return the proctor application and applicable **Proof of Bachelor's degree or certification (or military ID)**, as well as the **Non-Relative Verification Form** with the student's signature to the Mountain State University Testing Center to the attention of Donna Pack either by mail or fax (per the detailed instructions on the proctor application form).

2. Please keep in mind that each time the student registers for an Individualized Study class it is their responsibility to request that the exams be mailed to the proctor. This request can be made by filling out the online request form at the MSU website, via fax, or email. An Examination Request Form is attached hereto for your convenience.



APPLICATION FORM FOR INDIVIDUALIZED STUDY TEST PROCTOR

PROCTOR SECTION

Last Name

First Name

M.I.

Work Telephone Number

Home Telephone Number

Email Address

Employment Information:

(The employment address that you list below will be the address to where the exams will be mailed)

Occupation

Employer

Address (No PO boxes)

City

State

Zip

Fax Number

Supervisor's Name

STUDENT SECTION

Name of student to be proctored: _____

Student ID or Social Security# _____

Student Phone # _____

Student Email: _____

Course(s) to proctor for: _____

Your relationship to student(s): _____

Location where proctoring will take place: _____

Proctor Qualifications: _____

ALL APPLICANTS MUST READ THE FOLLOWING AND SIGN BELOW

I certify that answers given herein are true and complete to the best of my knowledge. I certify that I am not a friend or relative of the above mentioned student(s). I understand that tests will be proctored at the location specified above. I understand that tests are to be held in confidentiality until they are administered. I understand that no copies are to be made of either tests or answer sheets, without exception I understand that upon completion of each exam all testing materials for the exam must be immediately mailed in the return envelope provided to the Testing Center

Proctor Applicant Signature

Date



Non-Relative Verification Form

I, _____, Proctor applicant for _____

certify that I am not a friend or relative of the above mentioned student.

Proctor Applicant Signature

Date

Student Agreement

ALL STUDENTS MUST READ THE FOLLOWING AND SIGN BELOW

I understand that the University may decline a proctor applicant for any reason in order to appoint a more suitable, qualified proctor. Testing center staff will verify all information on the proctor application is truthful prior to approving or denying an applicant. Any approved proctor must follow strict guidelines while administering and returning exam materials to the Testing Center. If at any time your proctor fails to follow the policies set forth by the Testing center then the proctor will be terminated immediately and you will be appointed a new proctor by the Testing Center staff. You will be notified if there are any changes to your proctor's status.

Student Signature

Date

Attn: Donna Pack
MSU Testing Center
410 Neville Street
PO Box 9003
Beckley, WV 25802-9003
(304) 929-1395 or (800) 766-6067, ext. 1395
fax (304) 461-3258
dpack@mountainstate.edu



Exam Request Form

Student Name: _____

Student ID#: _____

Student Phone #: _____

Student Email: _____

Proctor Name: _____

Semester: _____

Courses, Name & Number _____ ***Syllabus Color:** _____

_____ ***Syllabus Color:** _____

_____ ***Syllabus Color:** _____

_____ ***Syllabus Color:** _____

_____ ***Syllabus Color:** _____

_____ ***Syllabus Color:** _____

_____ ***Syllabus Color:** _____

_____ ***Syllabus Color:** _____

*Located on bottom of syllabus cover sheet.

This form may be faxed or emailed to Donna Pack for processing. Please allow 5-8 business days for review and verification process to be completed.

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410 Neville Street
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