

## MSU PROCTOR GUIDELINES

The majority of MSU's Independent Study classes require students to obtain a proctor to administer course exams. Currently, it is the responsibility for the student to find a suitable proctor at a qualified location and request the exams to be mailed to the proctor. This request can be made via fax, email, or through the MSU web site. For the student's convenience, an "Examination Request Form" is attached.

A proctor is an individual who meets MSU's designated criteria (see below) and agrees to administer exams in a suitable environment that is free from distraction.

Unless specified in the exam's instructions, students may not use notes, textbooks, reference materials, the Internet, or calculators. On certain exams, calculators may be used if they do not have memory functions. Cell phones and other electronic devices must be powered down and may not be visible during the administration of exams. Proctored online exams may not reference other Internet sites.

Only students living outside of a 50 mile radius of Mountain State University's main campus or outside of a 25 mile radius of MSU's branch campuses and designated site locations will be allowed to obtain a proctor.

Students living within 50 miles of MSU's main campus must take exams at MSU's Testing Center in Wiseman Hall. If more convenient, students may opt to have exams proctored at the Charleston location instead.

Students within a 25 mile radius of branch campuses must take exams at the branch location. If the branch is located within a major metropolitan area, some additional allowances may be made for students to utilize a local proctor instead. The student is encouraged to contact the testing center in regard to this provision.

QUALIFYING LOCATIONS	QUALIFYING PROCTOR CANDIDATES
Regionally or nationally accredited institutions of higher education	The following fulltime employees: administrator, librarian, or faculty members. Minimum education: bachelor's degree or equivalent professional certification.
Local / Regional Public Library	Librarian -- Minimum education: bachelor's degree or equivalent professional certification.
Secondary School (only while in session)	The following fulltime employees: teacher, librarian, counselor, or administrator. <b>Teachers may <i>not</i> serve as proctors for other teachers.</b> Minimum education: bachelor's degree or equivalent professional certification.
Corporate Training/Education Facility	The following fulltime employees: administrator, trainer, & instructor. Minimum education: bachelor's degree or equivalent professional certification.
Commercial Testing Facility	Fulltime staff members. Minimum education: bachelor's degree or equivalent professional certification.
Military base, armory, ship at sea, or unit in the field	A DANTES test control or educational services officer, base librarian, a warrant or commissioned officer of higher rank than the student. Degree not necessary.

Exams must be mailed to and administered by the proctor at the qualifying facility where the proctor is employed fulltime. Exams will not be mailed to PO boxes or home addresses. No exceptions will be made. Proctors cannot be friends of the student, coworkers (at the same or lower rank) at a qualifying facility, graduate assistants, student workers, part-time employees, adjunct faculty, and tutors.

**Procedure for submitting the proctor application:** The proctor candidate must complete and return the following (by fax or mail) to the MSU Testing Center to the attention of **Chris Cook**:

- a. The proctor application
- b. Proof of bachelor's degree, certification, or military ID.
- c. The "Non-Relative Verification Form" signed by the student.

# APPLICATION FORM FOR INDEPENDENT STUDY TEST PROCTOR

## PROCTOR SECTION

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

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Work Telephone Number \_\_\_\_\_ Home Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**Employment Information:**  
**(The employment address that you list below will be the address the exams will be mailed to.)**

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Occupation \_\_\_\_\_ Employer \_\_\_\_\_

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Address (No PO boxes) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Fax Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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## 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: \_\_\_\_\_

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## **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

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Proctor Applicant Signature

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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: Chris Cook**  
**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  
[chcook@mountainstate.edu](mailto:chcook@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: \_\_\_\_\_

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\_\_\_\_\_ \*Syllabus Color: \_\_\_\_\_

\_\_\_\_\_ \*Syllabus Color: \_\_\_\_\_

\*Located on bottom of syllabus cover sheet.

**This form may be faxed or emailed to Chris Cook for processing. Please allow 8 business days for review and verification process to be completed.**

**Attn: Chris Cook**  
**MSU Testing Center**  
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PO Box 9003  
Beckley, WV 25802-9003  
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Fax: 304-461-3258  
Email: [chcook@mountainstate.edu](mailto:chcook@mountainstate.edu)

