



## Distance Proctor Guidelines

When you agree to proctor an NIC exam for a student please follow these guidelines:

- The student will give you the Proctor Agreement form to fill out and either fax or mail back to the Testing Center.
- Once approved, the instructor will send the exam to you by mail, email or fax. If it is an online exam they will send the password.
- Please keep the exam and/or password in a secure place such as a locked drawer and follow the **exact** directions attached to the exam.
- A photo ID is **always** required of the student to be allowed to test.
- You are agreeing to provide a secure, quiet environment for the student. The tester should be able to be observed at any time.
- Please verify course name/exam number before administering the test. Allow only the items listed on the Tracking Form into the testing room. If a graphing calculator is permitted it **must be** noted on the Tracking Form. If a graphing calculator is not noted, only a four-function or scientific calculator may be used. Always open the calculator and check for notes or written material on the inside of the lid.
- Return the exam to the instructor in the described manner.
- If you agree to proctor other exams we will add you to our list of approved proctors. More students may contact you about test proctoring. Please provide alternate emails the Instructor may use if the main proctor is not available.
- Thank you for proctoring these exams. If you have any questions or concerns please contact the Testing Center at (208) 676-7207 or email at [testing\\_center@nic.edu](mailto:testing_center@nic.edu).
- Fees are the responsibility of the student.