

Instructors:

1. If a student tells you that there is not an identified proctor (on the Test Proctoring webpage) in his/her area, instruct student to look at this page and comply with the Student Responsibilities link.
(It is up to the student to find a proctor; not you or the Testing Center.)
2. If a proctoring site is not approved by the Testing Center, the student will be notified and will need to locate another proctor.
3. When a proctor is approved, you will be notified by the Testing Center.
4. You may then send the tests, instructions and passwords, etc. to the approved proctoring site. Provide exams that are one sided if the completed exam is to be faxed back.
5. Access the Distance Ed Tracking Form to send with the exam either electronically or printed and sent through the mail.