

## Proctor Certification Form

Dear

Thank you for agreeing to proctor tests for (*student's name*) who is taking an online course at The Community College of Baltimore County. Please read the policies below carefully, check the boxes at the bottom of the page and email the form back to [tward@cCBCmd.edu](mailto:tward@cCBCmd.edu). Thanks for your support of a student enrolled at CCBC.

1. **Approved proctors** include full-time school or public librarian; guidance counselor/counseling staff; full-time teacher, school principal, school superintendent, principal, vice-principal, or other administrator; director, principal, or faculty of an LDS seminary or institute of religion; embassy education officer; military base/station education officer; and local college testing centers. **If you are the student's relative or friend, employer, tutor, ecclesiastical leader, or athletic coach, including assistant coach, you may not proctor their exam.**
2. Exams **must be administered at your school or educational facility**, never at your home or the student's home. The instructor may request that you send an email to confirm receipt of the exams.
3. Proctors must **verify the identity of the student** and **read all of the exam instructions** to the student before they begin the exam.
4. Proctors **must remain in the room** with the student until they are finished with the exam and make sure the student does not leave the room, except for an emergency.
5. The **exam must remain sealed** until the student is ready to take it, and the exam should **never be in the student's possession** except when they are taking it.
6. All information concerning the test will be communicated to you via the **Proctor Test Information Form**. Students **cannot take the exam with unauthorized books, notes, or reference aids** of any kind unless specified on the exam instructions on the Proctor Test Form. Students cannot have any part of the exam to study after taking it. The student or the proctor **cannot duplicate the exam** in any way.
7. Proctors **must collect all papers** and questions at the conclusion of the exam. All materials, including exam questions, signed cover sheet, any scratch paper and the completed Proctor Test Information form must be sealed and **mailed back by the proctor** in the envelope provided. The Proctor Test Information form should be signed by the proctor with date and time information completed for receipt of the test, administration of the test, completion of the test and date the test was mailed back to the instructor.
8. The exam must be mailed back to the instructor **within one week of the test deadline date unless the instructor has given permission otherwise**, whether the student has taken the exam or not.
9. If the requested proctor is unable to proctor the exam, please call Senior Director of Distance/Extended Learning (410) 780-6504 to certify another proctor. **Do not hand over the exam** to another person or the student.
10. **If the student is suspected of cheating**, please call the course instructor as soon as possible.



I certify that I have read the above policies and procedures and that I will follow them to the best of my ability.



I certify that I meet the qualifications for an approved proctor (see item number 1)