



CTC Online High School

Proctor Application

Student Information

Name: _____

(Last/Family)

(First)

(MI)

(Suffix)

Social Security Number (SSN): _____ CTC OHS Student ID: _____

(CTC OHS Student ID will be required if SSN is not used)

Student Address: _____

(Street Number, Cannot be a P.O. Box)

(Apartment #)

City: _____ State: _____ Zip Code: _____ Country: _____

Cell Phone #: () _____ Home Phone #: () _____

Email Address: _____

Requirements for Proctors and Testing Sites

- Appropriate testing centers include: community college or university testing centers under the supervision of the testing director; high schools under the supervision of principal, counselor, or faculty; library facilities under supervision of Librarian or assistant; Education Centers with staff members designated for testing. **Personal residences may not be used as testing centers.**
- The test proctor must be a neutral third party professional employed with designated testing site. Proctors must have an official email address that has been assigned to them such as @ctcd.edu or @killeen.tx.us. **Friends and relatives may not serve as proctors.**
- *All testing sites must be ADA title II & III compliant*
- Unless otherwise specified as authorized materials on the exam instructions, the student must take the exam without access to any book, notes, calculators, or other materials, including paper belonging to the student.
- The proctor may provide pencil and paper if needed for the exam.
- The Proctor must observe the student throughout the examination, with the student in full view.
- The proctor must insure that the student takes the exam during the testing period without breaks and that the student remain in the testing area while the test is in progress.
- The student is not allowed to leave and restart the exam
- The proctor may not answer any question regarding the test questions.
- The proctor may not translate or paraphrase any of the test questions.
- Questions may only be answered regarding testing procedure
- At the end of the test period the proctor will collect any materials used during the exam or notes made by the student during the exam.

Proctoring Guidelines

- Verification is required. Notarized statements of validation from educational institutions and testing centers will be accepted.
- The proctor must verify the student's identity by personally inspecting a government or school issued photo ID
- Neither the proctor nor the student may copy the exam or any part of the exam.

Test Proctor Information

Proctor's Name: _____

(Last/Family)

(First)

(Title)

Testing Site: _____

(Examples: Hays High School or Anderson Public Library)

Site Address: _____

(Street Number, Cannot be a P.O. Box Number)

(Suite)

City: _____ State: _____ Zip Code: _____ Country: _____

Proctor's Phone #: () _____ Proctor's Fax#: () _____

(CTC Online High School will not make calls to international numbers)

Proctor's Email Address: _____

Must be an official email from the listed site (Personal email addresses such as @hotmail, @yahoo, or @gmail cannot be used)

I, the undersigned, agree to proctor exams for the named student in accordance with the above guidelines and that the above information is correct:

Proctor Signature add digital signature or print and sign

Date