



Guidelines for Test Proctoring

Students taking proctored exams will need a proctor to open the tests. Students should complete the CTC Online High School Test Proctor Form and mail the original to P.O. Box 1800, Killeen, TX 76540-1800. This should be done as soon as possible to prevent delays when the student is ready for the exam.

Below are the guidelines for identifying a test proctor and testing site.

Identifying a testing site and test proctor

The following are appropriate testing centers:

- Central Texas College Continental or International Site
- Central Texas College Service Area Site.
- Community College or University testing center under the supervision of the Testing Director
- High School under the supervision of principal, counselor, or faculty
- Library facilities under supervision of Librarian or assistant
- Commercial Testing Facility
- Army or other service branch Education Center
- Army or other service branch Education Center with staff members designated for testing
- Other Testing Sites must be approved by CTC Online High School
- All testing sites must be ADA title II and III compliant
- Personal residences *are not* appropriate testing sites

Guidelines for test proctors:

The test proctor must be a neutral third party employed with one of the above educational institutions. (Active duty service members may use an active duty soldier with the rank of E-5 or above, who has, at minimum, an associate's degree, and who is not in the chain of command of the student soldier). The proctor should hold a supervisory level position at the testing site such as a principal or vice-principal in a high school or a head or assistant librarian (with the appropriate degree) at a library or be employed in a professional position as a test proctor. Alternately a site may designate a person as a test proctor. In such a case the employee must at least have a bachelor's degree from an accredited institution.

Proctors must have an official email address that has been assigned by the institution to be used as the testing site such as: @ctcd.edu, @killeen.tx.us, or @us.army.mil.

Personal email addresses such as yahoo, hotmail, or gmail cannot be used.

The student's friends and relatives *are not* authorized test Proctors.



The Proctor Agreement

The student will have the proctor fill out and sign the Proctor Agreement (see attachment). The agreement will identify the following for verification:

- Full name and position/title/rank
- Name/type/location of facility
- Mailing Address
- Phone number
- Fax number
- College degree and university
- Signature of proctor

The following guidelines also included in the *Proctor Agreement form*:

- 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 or print the exam or any part of it.
- 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 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 provide pencil and paper if needed for 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.

The proctor must also assure that the test is given at the site identified on the proctor agreement form.

By signing the proctor agreement the proctor is stating that he/she understands and agrees to all conditions contained in the *Proctor Agreement*, that he/she meets the proctor guidelines and that all information given is correct.