



OFFICE OF TESTING SERVICES

One University Plaza, MS-3970, Cape Girardeau, Missouri 63701
(573) 651-2836 Fax (573) 986-6032
testingservices@semo.edu

Proctor Candidate Form

Return this form to Southeast Missouri State University – Testing Services

PLEASE TYPE OR PRINT CLEARLY

TO BE COMPLETED BY THE STUDENT

Student's Name _____ Student ID # _____

Student's Address _____
Street Address

City State Zip

Phone () _____ Email _____

Test to be proctored: _____

Please contact the potential proctor to confirm availability. Then complete the following information below:

Tentative Scheduled Test Date: _____

Name of Proctor Candidate _____

Organization _____ Occupation _____

Mailing Address _____
Street Address

City State Zip

Business Phone () _____ Email _____

- Southeast Missouri State University will mail the examination materials directly to the proctor either by e-mail or in a sealed envelope.
- The student will complete each examination under the proctor's supervision within the time specified and will not use notes, texts, or other outside materials, unless otherwise specified in the proctor instructions, which are included in the examination materials.
- The proctor will personally return the original questions with the completed examination for grading. Neither the questions nor the student's answers will be reproduced in any manner. The student is responsible for the payment of postage and proctoring fees (if applicable).

Please return the form to Testing Services at:
One University Plaza, MS-3970, Cape Girardeau, MO 63701 or fax (573) 986-6032
Or, e-mail testingservices@semo.edu

What is a Proctor?

A proctor is a person who is approved to administer examinations to a student on behalf of Southeast Missouri State University. The proctor must be qualified to serve in this capacity and agree to abide by the examination procedures and rules. It is the student's responsibility to initiate and maintain an ongoing relationship with the proctor. The proctor candidate form is to be completed by the student with all of the necessary information. It is essential that the proctor's business address and/or e-mail be accurate.

What are the qualifications for a proctor?

Proctor candidates include:

- Educators
- School Counselors
- Librarians (public, college or medical)

Proctor candidates may not be:

- Relatives
- Personal friends
- Immediate supervisors
- Employee under your supervision
- Someone of your equal position (co-worker or colleague)
- Students

If you have any questions, concerns, or problems with the selection of a candidate for proctoring your examinations, please call Test Services at (573) 651-2836.

Southeast reserves the right to require the student to select another proctor candidate.

The Examination

The examination must be completed within the time specified. The student will complete each examination under the supervision of their proctor without the use of notes, texts, or other outside materials, unless otherwise specified in the proctor instructions, which are included in the examination materials. The examination must be postmarked for return to the University within 30 days from the date of mailing.

It is important that the proctor be able to administer the examination in an environment appropriate for testing: free from noise, distractions, etc. A private home is not usually an appropriate place to administer an examination.

The instructor reserves the right to verify that the proctored examination was taken within the specified period of time and without the aid of course materials.