

CENTRAL GEORGIA TECHNICAL COLLEGE

PROCTOR APPROVAL FORM

It is the student's responsibility to obtain an acceptable proctor for any proctored examinations required in online courses. Any expenses incurred to obtain a proctor will be the responsibility of the student. An acceptable proctor* would be a faculty member or administrator of a nearby accredited university or college; a school superintendent, principal, or counselor; a librarian; or a commissioned officer whose rank is higher than the student's own (for military students). * *The Dean of Instruction reserves the right to refuse a requested proctor based on any indication of academic dishonesty, including nepotism, failure to follow proctor guidelines, and/or failure to verify employment based on the information supplied below.*

Students are required to complete section one and then have the proposed proctor complete sections two and three.

Section One: (completed by student)

Student Name: _____
Course Number: _____
Instructor's Name: _____
SSN or Student ID #: _____
E-mail Address: _____
Daytime Phone No: _____

Section Two: (completed by proctor)

Name/Title: _____
School Name: _____
Address: _____
City/State/Zip: _____
E-mail Address: _____
Fax Number: _____
Daytime Phone No: _____

Section Three:

The proposed proctor should mail or fax this form to the address listed below:

Mailing Address:
Attention: Dean of Instruction
Central Georgia Technical College
3300 Macon Tech Drive
Macon, GA 31206

Fax Information:
Attention: Amy Holloway
Central Georgia Technical College
478-757-3534

**CENTRAL GEORGIA TECHNICAL COLLEGE
PROCTOR INSTRUCTIONS**

1. The examinations are to remain sealed in a locked room, drawer or cabinet. The student cannot see or handle the exam before the administration of the exam. For online exams, students should not be issued any password or access to the test before the scheduled date and time.
2. The student must present photo identification, such as a driver's license, passport, etc. The student is to sign the exam and academic honesty form in your presence and then check the signature against the identification presented.
3. If the exam is timed, please make sure that the student does not go beyond the time stated limit. If the exam is to be taken online, the exam will automatically be submitted at the end of the allotted time. Suitable testing conditions and a quiet environment are extremely important.
4. When completing the proctor certification on the exam cover, be sure to complete the start and end times as well as the test date. At the conclusion of the administration, immediately return all test materials in the envelope provided or fax the completed exam to the CGTC Curriculum Office at 478-757-3534. Please include any used scratch paper that the student may have used.
5. Sign and return the Academic Honesty Disclosure Form with the exam. For online students, please return the signed form via fax (478-757-3534).
6. Whether you mail or fax the originals, we ask that you keep a copy of the completed exam on file for the next three months in case the package is lost in transit. Do not allow that student to keep a copy of his or her exam.

The following must be read to the student before he/she is administered the exam.

1. Make sure you are taking the exam for the course in which you are registered.
2. Note the time that you are allowed on the exam and pace yourself accordingly.
3. You are not allowed to use any notes or reference materials unless stated otherwise in the exam instructions.
4. If you are caught using any unauthorized materials, your exam will be confiscated and you will receive a 0 (zero) on the exam.

Thank you for your assistance and willingness to serve as a proctor. If you have any questions during the quarter, please call Amy Holloway at 478-757-3430 or Andrea Hardin at 478-757-3429.

**CENTRAL GEORGIA TECHNICAL COLLEGE
ACADEMIC HONESTY DISCLOSURE FORM**

This form must be signed by the proctor and student and returned to the Dean of Instruction at Central Georgia Technical College.

Student:

I, _____, agree to abide by the rules and regulations contained herein and testify that the exam has been administered and taken within good faith and academic honesty.

Proctor:

I, _____, agree to abide by the rules and regulations contained herein and testify that the exam has been administered and taken within good faith and academic honesty.

RETURN BY MAIL OR BY FAX

Mailing Address:

Attention: Dean of Instruction
Central Georgia Technical College
3300 Macon Tech Drive
Macon, GA 31206

Fax Information:

Attention: Amy Holloway
Central Georgia Technical College
478-757-3534