

Finding a Qualified Off Campus Proctor/Test Site:

Proctors:

The proctor's main responsibility is to ensure that all tests are conducted in the manner described by the instructor. We reserve the right to reject any proposed proctor or any previously approved proctor. Students must confirm that their proctor has a business email address, the ability to download and print PDF documents, access to a scanner for returning completed exams. Exam materials are not sent to proctors who do not have a business e-mail address

How to find a proctor: Google searching colleges or community colleges in your area, and reach out to their testing centers Many community colleges offer proctoring for external students for a small fee. Any Fees associated is the student's responsibility. Other examples of acceptable proctors would be your supervisor, a local librarian, Your academic or research advisor.

Examples of Acceptable Proctors:

- Official Testing centers, Testing centers at Colleges or Universities
- Instructors at Universities, Colleges or other Educational institutions
- Certified Librarian at a School, University or Public Library
- American school officials at overseas facilities
- Supervisor, senior staff or HR personnel at your workplace
- Your Graduate Research advisor/academic advisor

Examples of unacceptable proctors include:

- Relatives
- Friends
- Co-workers or business associates
- Fellow Students
- UCF Testing Center – The UCF testing center does not proctor UCF classroom tests
- The EPC - The EPC is used by specific undergraduate classes They do not proctor 0v91 section courses.

It is YOUR responsibility to secure a proctor and schedule your testing appointments with your proctor. We **do not** do this for you. The instructor will send the COVE office the test materials and it will distributed to the proctors.