

# Change of Proctor Form

Please review the policies regarding Proctor selection and responsibilities below before completing this form. Keep a copy of this page for your reference. This proctor will be used for the Stanford 10 Test (if applicable) as well as all academic exams.

## RESPONSIBILITIES OF THE STUDENT

- Students are responsible for finding a qualified person to supervise the exam process, proctor exams and return completed paper exams to GIA
- Set up exam time and place with proctor
- Notify the testing department of changes in proctor

## RESPONSIBILITIES OF THE PROCTOR

- Receive exam or online password directly from GIA and store in a secure location
- For online examination, enter the password to begin exam, NEVER giving the password for student to enter
- Supervise the exam process in an appropriate testing setting
- Monitor the student for the duration of the exam
- Paper exam only:
  - Email or fax completed Proctor Certification Form and exam to GIA immediately after completion
  - Securely store exam until grade has been posted, after which will shred

## TESTING PROCESS

- Complete Proctor Request and submit with enrollment
- Request exam from the testing department
- Examination date, time, and place arrangements are made between student and proctor
- GIA sends login and password information to proctor
- Note: For paper-based examinations, the proctor needs to print out emailed exams before administering them to the student
- Proctor directly supervises student throughout the entire examination (stays in the room)
- Upon examination completion, the proctor is responsible for immediately returning the Proctor Certification Form and examination to GIA testing department—examgriggs@andrews.edu.
- Paper Exam: Once the examination has been completed, the examination should not be returned to student.
- Contact the GIA testing office for more information.

## PROCTOR SELECTION AND REQUIREMENTS

Selection of an independent, non-biased proctor protects the student from allegations of academic dishonesty and maintains the standards our accrediting agencies. Proctor selection is subject to approval by GIA and is monitored throughout the duration of the course. GIA reserves the right to ask the student to select a new proctor at any time.

### Acceptable Proctors

- School faculty and administration
- Testing center staff
- Guidance Counselor
- Librarians
- Pastors
- Church Officer

STUDENT NAME: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

PROCTOR INFORMATION		
PROCTOR NAME (first, middle last)	WORK TITLE	
PLACE OF EMPLOYMENT	WEBSITE/URL	
RELATIONSHIP TO STUDENT	NUMBER OF YEARS KNOWN	
DAYTIME PHONE NUMBER	EMAIL	
STREET ADDRESS	CITY	
STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY
____ I certify that the proctor is not a family member, peer, or member of the same household.		
____ I certify that the proctor understands the exam protocol and has agreed to proctor my exams.		
STUDENT SIGNATURE	DATE	