

## **FAQ For Proctor Information:**

### **What is a proctor?**

- A proctor is an individual that is able to watch you take the exam in person and certify that you have not used any unauthorized assistance while taking the exam. The proctors' requirements include:
  - supervising / watching you take the exam,
  - ensuring that no unauthorized assistance was used,
  - monitoring time limits if they apply,
  - responding via email or fax to our written request to “certify” these conditions were met.

### **Who can be my proctor?**

- The proctor cannot be someone who would have a conflict of interest with the student. Family members and close friends are **not** appropriate nominations to proctor an exam:

### **Where can I find a proctor?**

- Don't worry, finding a proctor is easier than you think. Below is a list of available options.
  - A work supervisor (principal, vice principal, department chair, supervisor, etc.)
  - A local librarian
  - A teacher at a higher education facility
  - A state-certified teacher (as long as it fulfills the conflict of interest requirement)
  - A church officiate (clergy, minister, reverend, deacon, rabbi, etc)
  - Professional Testing Center
  - A local university testing center
  - Blinn College testing center (<http://www.blinn.edu/labs/bryan/proctor.htm>)
  - TAMU Testing Center

### **Why do I need a proctor?**

- A proctor assists in accountability in two ways. First, a proctor ensures TAMU that the student who was admitted to the program is actually the person taking the exam. Second, the use of proctors protects the integrity of the program for you – so that you know your cohort is actually the group participating in your graduation.

### **How many proctors do I need?**

- We ask that you nominate two proctors. We will keep this information on file for the two individuals and randomly request one to serve as proctor and one to serve as alternate. Only one of the proctors needs to actually be with you while you take the exam.

### **What do I do if I need to change proctors?**

- If you need to change your proctor at any time please email the Graduate Assistant in charge of the assessment to update your proctor information and cc the chair of the masters committee.

### **Once I find a proctor what do I do?**

- Once you think of individuals who may be ideal for proctors, please speak with them to gauge their interest. Ask if they are willing to be available to supervise the exam once, twice or even three times across the next two years. It is ok to have a proctor for just one exam.
- After you explain what you need and they agree to be willing, gather the necessary contact information.
- The information needed on file is listed below.
  - Proctor's Name
  - Proctor's work company
  - Proctor's work title

- Proctor's relationship to the student
  - Proctor's phone number
  - Proctor's email address (preferably their work email)
- The Graduate Assistant will send emails asking for you to nominate or update your proctor information prior to each exam administration. This may be through an online survey or a log-in data base.

### **What happens next?**

- The nominee will receive an email asking for their permission to serve as a proctor.
- You will be responsible for setting up the time and location to take your exam, generally within a 2-4 day window.
- The proctor will receive a request to certify that you took the exam in accordance with the expectations.
- We will send a thank you for their time and effort on your behalf. It is also advisable that you send a personal thank you for their time and efforts on your behalf.

### **Is it ok if I pay my proctor?**

- It is ok to pay a professional proctor service for administering the exam the service fee that is required.
- If you pay a personally located proctor, such as a colleague or work administrator be aware of any potential influence that payment would have on the proctoring.
  - For example it would be unseemly to pay a work supervisor large amounts of money or gifts in exchange for proctoring the exam.
  - If you pay a proctor, please inform us so that we can provide you with a sample contract for payment of services.
  - There should not be the appearance that the proctor is under influence of the payment
  - If you give a gift to your proctor, this amount must be under 50.00 to adhere to University policy and regulations on ethic (07.01) view at [www.tamus.edu/officers/policy/policies](http://www.tamus.edu/officers/policy/policies)