Michigan State University
Academic Evaluation and Assessment
Examination Proctor Guidelines

Students may take examinations off campus as long as security measures for administering the test are strictly maintained before, during, and after testing. Off campus examinees should be tested under the same circumstances as their peers on campus to ensure the academic integrity of the examination. The student is responsible for selecting a qualified proctor and an appropriate testing site. The proctor may not be a relative or social acquaintance. It is preferred that the proctor be associated with a testing center or a library.

The examination should be administered in a quiet, well-lighted office or classroom setting conducive to concentration. Exam administration in private homes is not appropriate. A list of some testing centers available for proctored exams can be found at this website: http://testingoffice.msu.edu/distance.htm

Proctor Responsibilities

- If a hard copy of the exam is mailed ahead of the exam date, store the exam in a secure location where it cannot be accessed by others.
- Check student photo ID to ensure the examinee is actually the right person before providing the exam packet or password for on-line exam.
- Ensure that no electronic or hard copies of exam questions or answers are made other than those necessary to submit electronic or hard copies to MSU.
- Ensure that the student does not access notes, books, or articles during the exam unless the test specifies otherwise.
- Time the test and alert the examinee 15 minutes prior to the conclusion of the specified time allotment to allow for submission of completed electronic documents if required.
- Delete or destroy any electronic copies of the exam questions or answers after the student has printed one hard copy and submitted one electronic copy as directed. This requires deleting all electronic files created and saved by the student on the hard drive and then from emptying same from Trash or recycle bin.
- Note any testing irregularities on a separate sheet.
- Secure the exam until mailing.
- Ship completed test to designated address as directed.
- If a fee is charged for exam supervision, request payment from the student at the time of testing. MSU will not pay proctor fees.

MSU reserves the right to verify proctor qualifications, require additional evidence of eligibility or select a different proctor. The Proctor Agreement may be terminated for any cause by the proctor, student or MSU upon written notification to all parties.
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Examination Proctor Agreement Form

Thank you for your willingness to proctor an examination for an MSU student. Please review the Examination Proctor Guidelines attached. If you meet the qualifications and are willing to assume the responsibilities, please sign and submit this agreement form.

Should you have questions before, during or after the examination, please call the Office of Clinical Placements at 517-353-8633.

As an authorized test proctor, I agree to use the specified guidelines to administer an examination to:

Student Name ____________________________ Student PID # ___________________ Course ____________________________
Proctor name__________________________ __________________________ Date ________________
Signature __________________________________________________________________________
Title _________________________________________________________________________________
Employer ____________________________ ___________________________________________________
Business Address ____________________________ _____________________________________________
City, State, Zip Code ____________________________ _____________________________________________
Phone_________________ Fax ___________ E-mail ____________________________
Testing Location______________________________________________________
Testing Date and Time___________________________(if determined)

Please return Examination Proctor Agreement Form to:

Fax: 1-517-432-5933
   Attention: Patricia Phillips

Mail: Michigan State University
   College of Nursing
   Academic Instructional Support Services
   A116 Life Sciences Building
   East Lansing, Michigan 48824-1317
   Attention: Patricia Phillips