

**Prospective Proctor:
Requirements for proctoring examinations for Great Basin College**

A proctor is someone who ensures academic integrity by administering an exam for a student. In order to ensure the integrity of the distance education process, certain examination procedures must be followed in a rigorous and professional manner. Any deviation from the following procedures under which an examination is to be administered may invalidate the examination and result in a 0 score for the student. If you do not believe that you can meet the requirements below, please do not offer to proctor the course exams. No relative, co-worker/friend or currently enrolled GBC student may proctor an examination for a student. Please accurately describe your relationship to the student when completing the form below. Complete disclosure of this relationship is required.

1. The proctor must possess a professional email account through which the instructor of the course may contact and provide appropriate instructions and materials. Contact is usually very minimal.
2. The proctor must possess minimal but reasonable computer/email skills and equipment sufficient to handle electronic documents including email attachments. The proctor must be able to save and open files with PDF and Microsoft WORD text documents.
3. The student must identify himself or herself with a picture ID to the proctor before given the exam.
4. The proctor shall attest that the student did not have access to any books, notes, software, internet, phones, or other material unless specified in the proctor directions for the examination.
5. The student is allowed at most three hours for completing the examination, unless otherwise stated on the exam. Exams take the average student approximately two hours.
6. The proctor must personally observe the student during the examination period and attest to the integrity of the student's work.
7. Immediately upon the conclusion of the time allotted for the examination, the proctor is to:
 - a) Collect from the student all paper examination materials
 - b) Scan/ email the completed and signed document to the proper administration of the
 - c) examination, as soon as is reasonably possible.
 - d) Email the instructor a completed and signed document attesting to the proper administration of the examination, as soon as is reasonably possible.

If you feel that you cannot personally proctor the examination as prescribed above, please decline the student's request. The Mathematics Department of Great Basin College appreciates your choice to assist in or decline this important educational service to the student. If you accept this responsibility, please indicate your acceptance by signing below and providing the following requested information. Then return the form below the student as soon as possible. Retain the rest of this document for basic guidance in proctoring of the exam instructions for each exam will also come to you through an email from the instructor of the course. If you have any questions regarding these proctoring requirements, please feel free to contact the instructor:

Department of Mathematics
Great Basin College 1500 College Parkway
Elko, Nevada 89801

I accept the responsibility for proctoring the Great Basin College examinations according to the procedures and items outlined in the document Requirements for proctoring examinations at Great Basin College, as given above.

Please carefully PRINT the following information:

Student Name: _____

Proctor Name: _____

Proctor Professional Email Address: _____

Proctor Full Mailing Address: _____

Proctor Contact Phone Number: _____

Title/Position: _____

Relationship to student: _____

Signature _____ Date _____