

SANTA ANA COLLEGE ONLINE COURSE TEST PROCTORING FORM

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistanceEd@sac.edu

STUDENT QUALIFICATIONS TO OBTAIN A PROCTOR

A proctor is an approved adult who observes a student who is taking an examination for the purpose of assuring academic honesty and test integrity. Student must secure a proctor at an off-site location if:

1. The student is unable to come to the Santa Ana College campus to take a required proctored exam, and;
2. The student lives or works more than 50 miles from the Santa Ana Campus. (This includes military students, and students out of state and out of the country.)

APPROVED PROCTORS

If a student is unable to take his or her examination(s) at Santa Ana College, the student must arrange to have the examination(s) supervised by an appropriate proctor. Qualifications of the proctor must accompany the Test Proctoring Form.

One of the two approved proctor options are required by Santa Ana College:

1. A university, college or community college testing center proctor. (If the university, college or community college has a test center, students are expected to have their exams proctored there.)
2. Professional testing center proctor.

Note: In all cases, the proctor must be willing to stay with the student for the full duration of the exam. Friends, relatives, neighbors and direct supervisors of the student are NOT permitted to proctor examinations.

ARRANGING FOR A PROCTORED EXAMINATION

To take an off-site proctored exam, the student must secure an approved proctor and an approved test location as follows:

1. **Find a proctor and test site.** Contact the testing center at a university, college, or community college near you. Retain a qualified individual to proctor your examination. You are responsible for paying any expenses involved. Suggested location:
 - [National College Testing Association \(NCTA\)](#)
2. **Fill out paperwork to get proctor and test site approved.** Complete the information required on the Test Proctoring Form (page 3 and 4), and have the proctor sign it. Scan and Email the completed and signed form to the Distance Education Office. This completed form must be received no later than two weeks before the first day of testing.
3. **Await approval.** The proposed proctor may be approved or disapproved based upon the assessment of the request, after the Distance Education Office contacts the proctor. You will be notified if the proctor is approved or not approved.
4. **Your proctor will receive your exam.** After your request is approved, the exam(s) and instructions will be Emailed to the proctor. It's the student's responsibility to obtain the instructor's approval for the date and time of the exam(s) before making an appointment with the proctor. It is the student's responsibility to confirm the date and time of the exam with the proctor once the appointment is made.
5. **Your proctor will return your exam.** Your proctor must return your exam by Email to the Distance Education Office within one business day. It's the student's responsibility to ensure that the completed exam(s) has been received by the instructor.

Note: Notify the instructor and the proctor if you need to reschedule your exam.



SANTA ANA COLLEGE

OFF SITE TEST PROCTORING FORM

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistanceEd@sac.edu

The Distance Education Office must receive this form at least two weeks in advance of the test date. Scan and email this completed form to the Distance Education Office.

This section needs to be completed by the student:

Semester: _____

Subject & Course#: (ex. ACCT 101): _____ Section: _____

Name of Instructor: _____

Instructor's Email Address: _____

SAC Student ID Number: _____

Name of Student: _____

Student's Address: _____

Students Phone Number: _____

Student's Email: _____

Dates of Proposed Exams: _____

1: _____ 2: _____ 3: _____ 4: _____

Reason for Request: (see Qualifications to Obtain a Proctor - Page1)

- I have read and understand the Student Qualifications to Obtain a Proctor (Page1).
- I understand it's my responsibility to obtain **my instructor's approval** for the date and time of my exam(s) with the proctor.
- I understand it's my responsibility to confirm the date and time of the exam(s) with the proctor.
- I understand it's my responsibility to ensure that my completed exam(s) has been received by my instructor.

Student Signature _____

Date _____

SANTA ANA COLLEGE OFF SITE TEST PROCTORING FORM



Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistanceEd@sac.edu

This section needs to be completed and signed by the Proposed Proctor:

Proctor Name: _____ Title: _____

Institution Name: _____

Institution Address: _____

Phone number: _____

Email Address (at the institution): _____

Qualifications of Proctor (See Approved Proctors on Page 1):
(Please list qualifications on lines below and check the boxes below after reading the statements)

- I attest that I am not a friend, relative, or direct supervisor of the student.
- I have read and attest that I meet the proctor qualifications (see Approved Proctors page 1)
- I attest that I can and will provide an appropriately secure environment for this student to complete the designated examinations for this course and will abide by the instructions of the instructor.
- I further attest that I will retain the confidentiality of this examination strictly according to the instructions provided by the instructor and Santa Ana College.
- I understand that I will not be compensated by Santa Ana College for any costs associated with proctoring examination (s).
- I will email the completed exam to DistanceEd@sac.edu within one business day.
- After receiving confirmation from the Distance Education Office at Santa Ana College, I will destroy and delete all materials.

Signature of Proposed Proctor

Date

Proctor: Please Scan / Email this completed and signed Off Site Test Proctoring Form to :
Santa Ana College - Distance Education Office
Email: DistanceEd@sac.edu