



Santa Ana College Online Course Test Proctoring Form

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. Students 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 active military students, and students out of state and out of the country.)

Note: Students who have medical, physical, or other special needs which make travel difficult, should make testing arrangements with the Office of Disability Services at Santa Ana College.

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. Suitable proctors are listed below.

The following two approved proctor options are **preferred** 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.

If no university, college, community college, or professional test center is available, a proctor may be selected from the list below.

1. An educational administrator at a university, college, or community college which does not have a testing center.
2. For personnel of the armed forces, any commissioned or non-commissioned officer of higher rank than the student, an education officer or specialist, or base librarian.
3. Librarian at a public library.

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.