



## Proctor Guidelines for Dr. Shloming

This course requires a proctor to be present during exams. If you cannot attend a testing session on the FIT campus, **it is your responsibility to schedule an outside test session with a proctor according to these proctor guidelines or use the SUNY Exam Proctoring System to find a Testing Center.** All proctored exams must be administered in an educational or professional setting. Final approval of a proctor must come from your instructor.

**Testing Center Option:** The SUNY Exam Proctoring System is a tool that provides online students with a simple web-based interface to search, locate, and suggest proctored testing centers in New York State. Any of the ones on this site are pre-approved. Here is the link: <https://www.asa.stonybrook.edu/suny/eps/Student/FindATestCenter>

**Proctor Qualifications:** Proctors ensure accurate test results by confirming the identity of the test taker, monitoring the testing conditions, and ensuring the security of the exam. A student in a remote location who cannot attend a test session on the FIT campus can arrange to take tests by requesting a qualified individual to monitor (or proctor) the exam. A proctor can be one of the following:

**(a) certified librarian**

**Needed:** A letter written by the proctor's supervisor on official letterhead of the library system in which the proctor is employed. The letter must include verification of the proctor's employment, highest degree earned, and job title.

**(b) city or county official** such as a civil service examiner or judge of a court of law

**Needed:** A letter on official government agency letterhead verifying the proctor's employment/service and listing his or her title and position.

**(c) administrator at a college or university** (department head, registrar, etc.)

**Needed:** A picture/photocopy of the page of the directory/catalog that lists the proctor's name and title, as well as the institution's name.

**(d) public or private school official** (counselor, principal etc.)

**Needed:** A letter on official letterhead from the proctor's principal or superintendent verifying his or her position.

**(e) member of the clergy who is currently active**

**Needed:** A letter on official letterhead from the proctor's administrative governing unit verifying his or her employment and listing the title and position.

**(f) public or private school teacher or professor** (teacher, professor, instructor, etc.)

**Needed:** A letter on official letterhead from the proctor's principal or proctor's chairperson at the college or university verifying his or her position.

All proctors must be pre-approved by the instructor **at least one week prior to the exam**. This time is needed to get in touch with the proctor and provide special exams.

You will submit the following in a Google Form:

Name of Student, according to FIT ID or Email:

Proctor Name:

Proctor's Title:

Mr. / Mrs. / Ms. / Dr. / Fr./...

Proctor's Position: (from proctor guidelines)

(a) / (b) / (c) / (d) / (e) / (f)

Email address of Proctor:

Date of exam:(must be on or before the date of the in-person)

**Make sure to type in the information carefully, especially the email address of the proctor.**