

Heart of Georgia Technical College Proctor Approval Form

It is the student's responsibility to obtain an acceptable proctor for any proctored examinations required in online courses. Any expenses incurred to obtain a proctor will be the responsibility of the student.

Students are required to complete section one and then have the proposed proctor complete sections two and three.

Section One: (completed by student)

Student Name: _____

Course Number: _____

Social Security No: _____

Email Address: _____

Daytime Phone No: _____

Section Two: (completed by proctor)

Name/Title: _____

School Name: _____

Address: _____

City / State / Zip: _____

Email Address: _____

Fax Number: _____

Daytime Phone No: _____

Section three:

The proposed proctor should mail or fax this form to the address listed below:

Mailing Address:

Attention: Connie Bland
Heart of Georgia Technical College
560 Pinehill Road
Dublin, GA 31021

Fax Information:

Attention: Connie Bland
Heart of Georgia Technical College
(478) 274-7817

Heart of Georgia Technical College Proctor Instructions

1. The examinations are to remain sealed in a locked room, drawer or cabinet. The student cannot see or handle the exam before the administration of the exam.
2. The student must present photo identification, such as a driver's license, passport, etc. The student is to sign the exam in your presence and then check the signature against the identification presented.
3. If the Exam is timed, please make sure that the student does not go beyond the time limit stated on the exam cover. If the exam is to be taken online, the exam will automatically be submitted at the end of the allotted time. Suitable testing conditions and a quiet environment are extremely important.
4. When completing the proctor certification on the exam cover, be sure to complete the start and end times as well as the test date. At the conclusion of the administration, immediately return all test materials in the envelope provided or fax the completed exam to the Connie Bland at (478)274-7817. Please include any used scratch paper that the student may have used.
5. Whether you mail or fax the originals, we ask that you keep a copy of the completed exam on file for the next three months in case the package is lost in transit. Do not allow that student to keep a copy of his or her exam.
6. Sign and return the Academic Honesty Disclosure Form with the exam.

The following must be read to the student before he/she is administered the exam.

1. Make sure you are taking the exam for the course in which you are registered.
2. Note the time that you are allowed on the exam and pace yourself accordingly.
3. You are not allowed to use any notes or reference materials unless stated otherwise in the exam instructions.
4. If you are caught using any unauthorized materials, your exam will be confiscated and you will receive a 0 (zero) on the exam.

Thank you for your assistance and willingness to serve as a proctor. If you have any questions during the quarter, please call 478-274-7835.

Heart of Georgia Technical College
Academic Honesty Disclosure Form

This form must be signed by the proctor and student and returned with the student's exam.

Student:

I _____ agree to abide by the rules and regulations contained herein and testify that the exam has been administered and taken within good faith and academic honesty.

Proctor:

I _____ agree to abide by the rules and regulations contained herein and testify that the exam has been administered and taken within good faith and academic honesty.