

SAINT JOSEPH'S COLLEGE, Division of Graduate & Professional Studies  
278 Whites Bridge Road, Standish, Maine 04084-5263  
1-800-343-5498, or 207-893-7800 Fax 207-893-7604

## Proctor Candidate Form

Return this form to Saint Joseph's College at the above address.

PLEASE TYPE OR PRINT CLEARLY

### TO BE COMPLETED BY THE STUDENT

Student's Name \_\_\_\_\_ Program \_\_\_\_\_

Student's Business Address

Place of Business

Street Address

City

Business Phone (\_\_\_\_) \_\_\_\_\_ Time available \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Time available \_\_\_\_\_

Student's Position/Occupation (**Be Specific**) \_\_\_\_\_

### TO BE COMPLETED BY THE PROCTOR CANDIDATE

NAME OF PROCTOR CANDIDATE \_\_\_\_\_ Title/Rank \_\_\_\_\_

Candidate's Position/Occupation (**Be Specific**) \_\_\_\_\_

The Proctor Candidate is a/an:  
(Please Circle the Correct Category)

Educator (college-level, instructor or administrator)  
In-service education director  
Librarian (public, college, or medical)  
Clergy  
Human resources or training director

Candidate's Business Address \_\_\_\_\_

Place of Business

City

State

Zip

Business Phone (\_\_\_\_) \_\_\_\_\_ Time available \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Time available \_\_\_\_\_

Proctor's Email address (if available) : \_\_\_\_\_

- The above named student has requested that I proctor his/her examinations) **from the date of this document until such time as I can no longer serve in this capacity.**
- The College will mail the examination materials directly to me in a sealed envelope which only I will open. I will **not** accept the examination from the student.
- The student will complete each examination under my personal supervision within the time specified and will not use notes, texts, or other outside materials, unless otherwise specified in the proctor instructions which are included in the examination materials.
- **I will personally return the original questions with the completed examination for grading. Neither the questions nor the student's answers will be reproduced in any manner.** The student is responsible for the payment of postage.

SIGNATURE OF CANDIDATE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

**SELECTION OF A PROCTOR CANDIDATE**  
**Saint Joseph's College Distance Education Program**

**What is a proctor?**

A proctor is a person who is approved to administer final examinations to a student on behalf of Saint Joseph's College. The proctor must be qualified to serve in this capacity and agree to abide by the examination procedures and rules. Once approved, the proctor may serve in this capacity throughout the student's program of study or until circumstances arise that require the student to select a new proctor candidate. It is the student's responsibility to initiate and maintain an ongoing relationship with the proctor. If it is determined that the relationship needs to be terminated, the student must find a new proctor candidate. The proctor candidate form is to be completed by the student and prospective proctor with all of the necessary information. It is essential that the proctor's business address be accurate and that the form be signed by the proctor candidate.

**What are the qualifications for a proctor?**

Proctor candidates include:

- Educators (college-level, instructors or administrators).
- In-service education directors.
- Librarians (public, college, or medical).
- Clergy.
- Human Resources or training directors.

Proctor candidates may not be:

- Relatives.
- Personal friends.
- Immediate supervisors.
- Employee under your supervision.
- Someone of your equal position (co-worker or colleague).
- Students or graduates of Saint Joseph's College.

If you have any questions, concerns, or problems with the selection of a candidate for proctoring your examinations, please call your Academic Advisor at (800) 343-5498 or (207) 893-7800.

The College reserves the right to require the student to select another proctor candidate.

**The Examination**

The final examination must be completed within the time specified. The student will complete each examination under the supervision of their proctor without the use of notes, texts, or other outside materials, unless otherwise specified in the proctor instructions which are included in the examination materials. The examination must be postmarked for return to the college within 30 days from the date of mailing.

It is important that the proctor be able to administer the examination in an environment appropriate for testing: free from noise, distractions, etc. A private home is not usually an appropriate place to administer an examination.

The instructor reserves the right to verify that the proctored examination was taken within the specified period of time and without the aid of course materials. **If the instructor determines that cheating has occurred, a failing course grade may be issued.**