



**Montgomery College
Office of E-Learning, Innovation, and Teaching Excellence
Remote Exam Proctor Information Form**

Student Name _____ MC ID _____

Course/CRN _____ Date _____

Proctor Information (Relatives and friends are **not** acceptable proctors.)

Name _____ Position/title _____

Educational institution _____

Business Address - Street _____

City _____ State _____ Zip _____

Phone Number during business hours _____

E-mail address _____

Please note: the proctor's e-mail address must be included in the verification information submitted if your course has an online proctored exam. Signature certifies that the enclosed verification information is authentic and complies with corresponding guideline(s) listed below.

Proctor's Signature _____ **Date** _____

THE APPROPRIATE DOCUMENTATION VERIFYING A PROCTOR'S IDENTITY AND POSITION MUST ACCOMPANY THIS FORM. Review the following information and choose the appropriate type of proctor and verification information. Submit this form and proctor verification information to your instructor.

PLEASE MAIL OR FAX THIS FORM ALONG WITH THE PROCTOR'S VERIFICATION INFORMATION TO YOUR INSTRUCTOR.

Suitable Proctor	Verification to Submit
A full-time member of the teaching faculty or an educational administrator of any regionally accredited institution of higher education.	Submit a photocopy of the front cover of the institution's directory or catalog and the page that lists the proctor's name and title.
A full-time, state-certified elementary or high school teacher, or school librarian.	Submit a letter on official letterhead from the individual's principal or superintendent verifying his or her position. A photocopy of a teacher's certification is not sufficient.
Any educational administrator who holds a position similar to a high school superintendent, supervising principal, principal, or an Intermediate	Submit a page from the directory or catalog showing the proctor's title, as well as the institution's name.

Unit administrator whose name appears in the institution's directory or catalog.	Important: A currently employed teacher may not request a fellow teacher as a proctor. A superintendent or principal from the same school district is acceptable.
A public librarian who holds a library science Degree.	Submit a letter written by this individual's supervisor on official letterhead from the library system in which he or she is employed. The letter must include verification of the proctor's employment, highest degree earned, and job title.
A corporate staff member who holds a higher rank than the student in the corporation where the student is employed.	Submit a letter on corporate letterhead from the proctor's supervisor verifying employment at the company, and listing proctor's title and position. A photocopy of the proctor's photo ID (including his or her signature) must be included.
An individual who is an active member of the Clergy.	Submit a letter on official letterhead from the person's administrative governing unit verifying the individual's employment, and listing proctor's title and position. A photocopy of the proctor's photo ID (including his or her signature) must be included.
A government employee of higher rank than the Student.	Submit a letter on official government letterhead from the proctor's supervisor verifying the individual's employment, and listing proctor's title and position. A photocopy of the proctor's photo ID (including his or her signature) must be included.
ARMED FORCES PERSONNEL: Any commissioned officer of higher rank than the student, a base commander, a noncommissioned officer in command of a military post, an education officer, or a base librarian.	Submit a letter on official letterhead from the base commander (or an authorized representative) verifying the proctor's position.
INCARCERATED STUDENTS: The education officer, librarian, or chaplain of the facility.	Submit a letter on official letterhead written by this individual's supervisor or the facility's superintendent from the prison system in which he or she is employed.

Proctor information is kept on file for two years. After two years, proctor information must be updated and submitted again or a new proctor obtained.

Permission to use information on this form was provided by Penn State World Campus, May, 2009.