# **Exam Proctor Certification Criteria**

***What is a proctor and what do they do?***

Proctors are certified individuals who agree to supervise examinations for UVU online courses through the Office of Teaching & Learning (OTL). They have a responsibility to facilitate fairness and integrity during testing situations.

In order to set up a new certified proctor, students must first contact an individual that meets the eligibility requirements. The prospective proctor must then complete the UVU proctor certification form online. The OTL testing coordinator will email the proctor to notify him or her of their certification status and assign them a UVU proctor ID.

Once a student has requested an exam and designated their proctor using the assigned UVU proctor ID, the exam information is sent to the established proctor’s email address. Detailed instructions for administering exams are included in the exam information email.

***Who can be a proctor?***

Exam proctors should be associated with an educational facility and fluent in verbal and written English. Students are responsible for any fee assessed by the proctor.

The following are eligible for approval:

 Local college/professional testing center

 Full-time school or public librarian

 Full-time teacher

 School superintendent, principal, vice principal or other administrator

 Guidance counselor/counseling staff

 Embassy education officer

 Military base/station education officer

 Firefighters only: Fire chief or captain

 Aviation students only: Testing coordinator at your flight school

The following individuals are ineligible for approval:

 Relative or friend with whom you have a personal relationship outside of school or business

 Employer or Supervisor

 Tutor

 Ecclesiastical leader

 Athletic Coach, including assistant coaches

 Previous/Current UVU student