



# Proctor Certification Form

Dear Proctor,

Thank you for agreeing to supervise our MCU student for test taking. Please read the following policies below and complete the information request at the end of the form.

1. Approved proctors include:

- Public librarian
- Guidance counselor/ counseling staff
- Full-time teacher
- School administrator
- Embassy education officer
- Military base/station education officer
- Local Testing Center, College or University

**Relatives, friends, ecclesiastical leaders, athletic coaches and employers are not approved proctors.**

2. Proctors will **contact the student** when the test arrives to inform them that the test is available. Test should be administered within two weeks of receiving it. If the student has not taken the test within one month of the test's arrival, the proctor must return the test to MCU whether the student has taken the test or not.
3. **Students should set up an appointment** with the proctor to take the test at the proctor's place of business.
4. Tests may **only be administered at the proctor's place of business**, not in the student's or proctor's home. If the proctor cannot administer the test personally, another appointment should be scheduled or the test should be returned to the college.
5. Students and/or proctors are **NOT** allowed to make copies of the tests before or after they are administered.
6. Proctor shall verify the student identity by asking for an official I.D.
7. Students should **NOT** have any books, papers, or other person prompting them while taking the test unless otherwise noted on the test.
8. There is no time limit for tests, but test taking, generally, should not exceed more than one hour.
9. When the student completes the test the proctor will send it back to the Midwives College of Utah in the self addressed stamped envelope provided. If the test is received via email the student will be required to pay the proctor the cost of return postage. Students outside the U.S will be responsible for all return postage.

We appreciate your assistance to our student. If you have any questions please contact the Distance Studies Director at [distancedirector@midwifery.edu](mailto:distancedirector@midwifery.edu) or 866-680-2756.

Student name \_\_\_\_\_

Proctor name \_\_\_\_\_ Title \_\_\_\_\_

Name of Business \_\_\_\_\_ Phone number \_\_\_\_\_

Mailing address \_\_\_\_\_

Email address \_\_\_\_\_ Fax number \_\_\_\_\_

- I certify that I have read the above policies and procedures and that I will follow them to the best of my ability.
- I certify that I meet the Qualifications for an approved proctor (see #1)

Proctor Signature \_\_\_\_\_ Date \_\_\_\_\_