

Liberty University
Department of Counselor Education and Family Studies

Proctor Application

_____ Student Name	_____ Student ID	_____ LU E-mail
_____ Proctor Name	_____ Proctor E-Mail	
_____ Proctor Street Address	_____ City	_____ State ZIP
_____ Proctor Day Phone Number	_____ Proctor Cell Phone Number	

A Proctor is a disinterested individual who meets the following criteria:

- Must be from a university/college, public library, governmental agency, military base, or member of a pastoral staff.
- Must not be an employer, co-worker, spouse, family member, friend, or classmate.

Proctor Responsibilities (Please initial):

- Receive the Exam from the PhD Program Director _____
- Identify the student with a photo ID _____
- Keep track of time for the student _____
- Require that the student take the Exam directly on the MS Word document which will be emailed to you _____
- Require that the student take the Exam on a computer that is NOT his/her own _____
- Require that the student remain within the document for the entire time of the Exam (not allow the student to open up the web or have access to other documents or sites) _____
- Require that the student NOT take any notes, texts, phone, etc. into the test taking room
- Avoid giving any information related to the content of the Exam _____
- Require that the test be taken in a public facility (i.e., library, university, testing center, church office) _____
- If unusual circumstances occur, please contact the Ph.D. Program Director at Liberty University _____

I, _____ hereby verify that I meet the proctor criteria as outlined above and that all information on this application is true to my knowledge. I also assert that I will assume my role as proctor in a professional manner and adhere to all Proctor Guidelines when overseeing the examination.

_____ Proctor Signature	_____ Date
_____ Approval Signature	_____ Date