

Proctoring Instructions

If you will be taking this class in an area that is too far away from Foothill College in Los Altos Hills, California, to come and take the final in person on June 23 at 3:30 pm, you will need to arrange for a proctor. You must be in the location where you can establish a proctor before Friday, April 22.

In order to have the final exam proctored you must find an unbiased, verifiable person to administer the exam.

Proctors are limited to the following people:

- professor or school test center administrator in your area
- librarian
- military base test center officer

Family members are not eligible to proctor your final exam. Teachers in K-12 education or preschool education are not eligible to proctor your exam either.

BEFORE you submit the form in the link below, contact the potential proctor to get their permission to proctor your final exam on the official day of the final (anytime Thursday, June 23 is acceptable). Make sure that the proctor will be able to do the following:

- receive the testing materials electronically using a link & print them on paper (there are approximately 30 pages in total)
- has the ability to scan materials to return them to me electronically (I will not be able to accept a fax)
- provide a quiet, monitored testing atmosphere for a 2.5 hour period
- be available for a 2.5 hour block on Thursday, June 23
- provide you with full name, title, official email address and phone number where I can reach the proctor with questions

AFTER you have talked to the potential proctor (confirm and inform them of the above bullets), fill out the form provided by the following link and submit it. You must submit this form Friday, April 22 or you will not be able to have your exam proctored.

I WILL THEN contact the proctor and verify their qualifications and let you know that the proctor is verified and that you may complete the process by scheduling an appointment for your exam.

YOU WILL CONCLUDE the process by contacting the proctor within the month of April and setting up your final time. Once you have established a time, do 2

things: 1) Edit your submission to the Proctoring Document with the time of your final, 2) Send an email to me with a carbon copy to your proctor confirming the date and time of your exam. Remember that the only acceptable date for the exam is Thursday, June 23. The time can vary depending upon your proctor's schedule, but I would like you to attempt to schedule as close to 3:30pm as possible.

Click here for the [Google Document](#) to the proctor form or copy and paste the following URL:

<http://goo.gl/forms/npY9Xxc5Qm>