

Proctor Expectations

Proctors are expected to:

- Have a professional email account to receive examinations
- Provide a quiet non-residential, testing environment
- Monitor students while testing
- Fax and/or scan, print and mail examinations
- Provide access to a computer with internet, if necessary

Acceptable Proctors:

- **Downtown, Dublin or Indianapolis SLC**
-Central Ohio and Indianapolis students are expected to test on site at Franklin University
- **Community Colleges** - CCA students should use proctoring resources at their community college.
- **Military Testing Center** - higher ranked but not direct supervisor
- **Local University, K-12 educators, library or HR department**
- **Professional Testing Centers**- i.e Sylvan, Prometric

Proctors cannot:

- **Have a PERSONAL relationship with the student**
- Co-workers/Supervisors
- Friends, roommates, neighbors, or relatives/spouses
- **Have a Non-professional/free email address**
- i.e. proctorbob@gmail.com
- **Be a current Franklin University student**

**Please note that some proctors have a fee associated with their services.
Students are responsible for all fees incurred.*

NEED HELP?

Try **National College Testing Association's Consortium of College Testing Centers.**

Or contact the SLC (866.341.6206) for additional assistance locating a proctor or if you wish to discuss the appropriateness of a potential test proctor.

Student Learning Center Hours of Operation and contact information:

Main Campus, Downtown

Mon-Thurs.
10 a.m. - 8 p.m
Friday 10 a.m. - 4 p.m .
Saturday 9 a.m. - 5 p.m.
866.341.6206
testing@franklin.edu

Dublin Location

Thurs.
4 p.m. - 8 p.m.
Rotational Saturday*
8 a.m. - 12 p.m.
614.947.6705
*call for schedule

Indianapolis Location

By appointment
317.429.3100
indytesting@franklin.edu

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