

Student - Test Proctor Guidelines

Guidelines for off-campus proctors:

Central Ohio students should take their exams at the Student Learning Center (SLC) on Main Campus or on the Dublin Campus whenever possible. Community College Alliance (CCA) students should use any proctoring services available through their community college.

Hours of operation:

Main Campus, downtown SLC

Mon.-Thurs. – 10am-8pm

Friday – 10am-4pm

Saturday – 9am-5pm

Dublin Testing Center

Tuesday and Thursday – 4pm-8pm

For students out of the area, please consider the following as **suitable proctors/locations**:

- Testing center at a college, university, or community college
- Faculty or professional staff at local universities/colleges
- Military education officers, testing centers, commanding officers
- Librarians
- HR office
- K-12 educators

Examples of **unsuitable proctors** include, but are not limited to:

- Friends
- Relatives
- Current Franklin University students
- Roommates
- Neighbors
- Co-workers
- Spouses
- Direct supervisors
- Non-professional/free email addresses/home ISPs (e.g., sweetchick94@yahoo.com, proctorbob@gmail.com, taylor44@sbcglobal.com, etc.)

In addition, proctors should be able to do the following:

- Provide a quiet, non-residential, testing environment
- Monitor students while testing
- Receive email, fax/scan, print and mail examinations

Other requirements may be defined by your instructor. To locate a potential proctor in your area please refer to the following link: [National College Testing Association's Consortium of College Testing Centers](#), which lists proctoring centers in 44 states. Contact your instructor and/or the SLC (866-341-6206) if you wish to discuss the appropriateness of a proctor further.