

Proctor Expectations

It is the student's responsibility to find and contact an acceptable proctor within the guidelines listed below. Students are responsible for ALL fees associated with proctoring.

Proctor Guidelines

- Can provide a quiet non-residential testing environment.
- Must be able to monitor students while testing.
- Can receive testing materials via e-mail and can return exams electronically via fax or e-mail.
- Must have a professional e-mail address. Materials will not be sent to free or personal e-mail accounts.
- Can provide access to a non-personal computer with internet access.
- Strictly have a professional relationship, only, with the student.
- Cannot be the student's direct supervisor or co-worker (unless the proctor is an HR professional.)
- Cannot be a current Franklin University student.

Acceptable Proctors

If a student does not live within 30 minutes of a Franklin University Testing Center they may look into the follow options in their area, in this order:

- National College Testing Association Test Centers
- Professional, military, or local university Testing Centers
- Local librarians, who work for libraries that offer proctoring services (where students can be monitored throughout the entire test.)
- HR Professionals, who do not directly supervise the student and are employed at the same company as the student.
- ProctorU, an Online Proctoring Service, is available for any student for computer-based exams ONLY

*For students in the military, Higher Ranking Officers who are not a direct supervisor are acceptable

Proctor approval is dependent on the complete adherence to the above guidelines. Each proctor is considered on a case-by-case basis.

If you have any questions or concerns, please contact the Testing Center at testing@franklin.edu or at 614-947-6807

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