Proctor Expectations

It's a student's responsibility to find, contact, and set-up an acceptable proctor. Testing can take place at the Testing Center, at home, with ProctorU (online proctoring service), or with an acceptable proctor, according to the guidelines below. Students are responsible for ALL fees associated with proctoring. Proctors must have a strictly professional relationship with the student, cannot be the student's direct supervisor or coworker (unless the proctor is an HR professional), and cannot be a current Franklin University student.

Acceptable Proctors

• The Franklin University Testing Center in the Learning Commons is available for those in the central Ohio area.
• ProctorU, an online proctoring service, can be used by any Franklin student for any proctored exam.
• For students in the military, Higher Ranking Officers who are not a direct supervisor are acceptable.
• If a student does not live within 30 minutes of the Franklin University Testing Center, they may look into the following in-person options in their area, in this order:

     1. National College Testing Association Test Centers
     2. Professional, military, or local university testing centers
     3. Local librarians, who work for libraries that offer proctoring services *(where students can be monitored throughout entire test)*
     4. HR Professionals, who do not directly supervise the student and are employed at the same company.
     5. K-12 administrator (guidance counselor or principal). A teacher may be approved in certain circumstances.

Proctor Guidelines

A proctor must be able to:

• provide a quiet, professional, **NON-RESIDENTIAL** testing environment (during the regular hours of operation for that business) All testing sessions must take place at the submitted address
• monitor the student throughout the entire time the student is testing
• receive testing materials via e-mail and return exams electronically, if required
• use a professional e-mail address (materials will not be sent to free or personal e-mail accounts such as Gmail)
• provide access to a non-personal computer with internet access.

Proctor approval is dependent on the complete adherence to the guidelines. Each proctor is considered on a case-by-case basis. Any deviation from these guidelines will result in proctor denial and/or banning for future use.

Learning Commons
Testing Center
614-947-6807
testing@franklin.edu
https://www.franklin.edu/learning-commons/testing

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