

Acceptable Proctors

Proctors must meet several requirements:

- Relatives and friends are **not** suitable proctors.
- Proctors must continuously monitor students during the exam.
- Proctored exams may not be conducted in residential settings.
- Submission of the supporting documentation in the table below must occur to achieve proctor approval. You should request this documentation in advance from your proctor before you begin the new proctor nomination process.
- All proctor documentation, including letters and website references, must be written in English.
- Examinations will only be sent to the proctor's approved business email address. If your proctor's business email address is a Yahoo, Gmail, Hotmail, or other similar free email address, you will need to provide documentation that this is the proctor's business email address in the verification letter.

Required Documentation for Proctors

| Acceptable Person to Serve as a Proctor | Supporting Documentation Needed |
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| A member of the teaching faculty or an educational administrator at any regionally accredited higher education institution | A web address for the institution's staff directory where the proctor's name/position appears |
| Any educational administrator who holds a position similar to high school superintendent, supervising principal, principal, or Intermediate Unit administrator (whose name appears in the institution's directory or catalog) | A web address for the institution's staff directory where the proctor's name/position appears |
| A currently employed public librarian or other qualified library staff member Please note: It is recognized that the main proctor at public libraries or professional/college testing centers may delegate the proctoring to other qualified staff within the center. The main proctor will still assume responsibility that all standards are met. | A signed letter written by the proctor's supervisor or human resources department on official letterhead of the library system in which the proctor is employed. The signed letter must include verification of the proctor's employment and job title. |

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| <p>An employee who holds a higher rank than the student in the same corporation/agency where the student is employed</p> | <p>A signed letter on official corporate letterhead written by the proctor's supervisor or human resources department verifying that the proctor and student are employed at the company and listing the proctor's title and position. The signed letter must verify that the proctor holds a higher rank in the organization.</p> |
| <p>For personnel of the armed forces: any commissioned or non-commissioned officer of higher rank than the student; an education services officer or testing personnel at a Military Education Center; a base clergy member; a base or unit level commander; a base librarian; or service approved authorized representative</p> | <p>A signed letter on official letterhead from the proctor's unit or command verifying the proctor's position and rank and confirming that the proctor holds a higher position than the student. For proctors outside the student's military chain of command, submit a signed letter from the proctor's supervisor verifying their position and rank. Deployed military students can provide a verification letter of the proctor's position and rank from their deployed unit or command. Proctors for military testing centers that can be verified on a business website do not require a verification letter.</p> |
| <p>Professional Testing Centers (CCTC or other public or private Testing Center)</p> <p>Please note: It is recognized that the main proctor at public libraries or professional/college testing centers may delegate the proctoring to other qualified staff within the center. The main proctor will still assume responsibility that all standards are met.</p> | <p>No documentation is required other than information entered in the MAE online EDGE Proctor or Testing Site Nomination</p> |