Application for Proctor Testing  
(to be filled out by the student)

To apply for proctor testing, take one of the attached forms to a testing administrator or proctor at a college or university in your area. Proctors can be found in departments such as:

- Testing Centers
- Offices of Measurement & Evaluation
- External, Extension, or Independent Study Programs

Have the proctor fill out one of the enclosed forms and attach a business card. Note: Most testing centers provide this service for free. However, if there is a charge, it is the sole responsibility of the student.

If you cannot locate a staff member at a testing center to proctor your exams, you must ask three different academic administrators, such as department chairpersons, deans, or head librarians at a university library to serve as proctors. Have each person fill out one of the enclosed forms and return all three along with this completed form to CIDDE. The CIDDE Testing Administrator will select one of the three applicants and inform you of this decision.

After a proctor has been approved, your exams will be mailed to his/her office.

Name:________________________________________________________________________
PeopleSoft Number:__________________________________________________________
Street Address:_________________________________________________________________
City/State/Zip:________________________________________________________________
Daytime Phone:_________________________  Evening Phone:__________________________

Reason for requesting proctor testing:______________________________________________________________________________________

________________________________________________________

Course:____________________________  CRN:________________________  Term:________________
Course:____________________________  CRN:________________________  Term:________________
Course:____________________________  CRN:________________________  Term:________________

I certify that the above information is correct and that I have read and understand the Student Testing Regulations on the reverse.

________________________________________________________

(signature & date required if returning by mail)
Student Name: ________________________________________________
E-mail Address: ______________________________________________
(required when apply online)
PeopleSoft Numbr: ____________________________________________

Proctor Name: ______________________________________________
Street Address: ______________________________________________
City/State/Zip: ______________________________________________
Day Phone: __________________________
Current Employer: ____________________________________________
Position/Title: __________________________ Degree(s) Held: __________
Employer Address: ____________________________________________
City/State/Zip: ______________________________________________
Day Phone: __________________________

I agree to administer examinations for the University of Pittsburgh’s PittOnline Program. I agree to provide adequate examination security as long as these examinations remain in my care and to abide by the testing regulations listed on the reverse. I understand that verification of my employment, position, and/or credentials may be required.

(Please attach business card and sign below if returning by mail.)

__________________________________________________________  
(signature & date)

CIDDE USE ONLY
Date received in office: ______________________  Date exams were mailed: ______________________
Course(s): __________________________________________________
Term: ______________________

Approved _____  Not approved _____

__________________________________________________________  
(signature & date)
Student Testing Regulations

The following regulations govern students taking exams. When taking an exam in a supervised setting, the proctor represents your instructor. The proctor is required to report any suspected violation of the University of Pittsburgh Academic Integrity Guidelines to the CIDDE Testing Center. Please read the following regulations carefully.

Students taking a supervised exam must:

1. Show positive identification, such as a University of Pittsburgh ID or driver's license.
2. Sign & date the Exam Verification Form in the presence of the proctor.
3. Leave all books, study guides, notes or other materials with the proctor unless otherwise indicated on the cover sheet of the exam.
4. Complete the exam to the best of your ability within the time limit on the exam cover sheet.
5. Not engage in conversation or communication with other students while taking an exam.
6. Remain in the testing area while working on the exam. Under no circumstances is a student permitted to leave the area before the exam is completed.
7. Give the completed exam and any essay booklets, answer sheets, or scratch paper to the proctor immediately upon completion.

UNDER NO CIRCUMSTANCES MAY A STUDENT LEAVE THE AREA WITH THE EXAM OR COPY ANY PART OF IT.
Testing Regulations

The following regulations govern administration of examinations to students. As the proctor, you represent the student’s instructor. Proctors are required to report any suspected violation of the University of Pittsburgh’s Academic Integrity Guidelines to the CIDDE Testing Center. Please read the directions carefully. **Proctors must:**

1. Verify the student’s identity. A University of Pittsburgh ID, current driver’s license or some other form of photo identification may be accepted as proof.

2. Sign & date the test control form and the exam cover sheet. Note the beginning & ending times in the appropriate spaces.

3. Not allow the student to use unauthorized materials while taking the exam.


5. Not allow the student to complete an examination if academic integrity guidelines are violated.

6. Not allow the student to leave the testing area for any reason until he/she completes the exam.

7. Mail the completed examination and any essay booklets in the business reply envelope supplied.

We appreciate your willingness to assist this student!

UNDER NO CIRCUMSTANCES MAY A STUDENT LEAVE THE AREA WITH THE EXAM OR COPY ANY PART OF IT.