

## Securing a Qualified Proctor

If you are unable to take your examination(s) at a Harrisburg Area Community campus, you must arrange to have your examination(s) supervised by an appropriate proctor. Qualifications of the proctor must accompany the Test Proctoring Form. Suitable proctors are listed below:

1. A full-time member of the teaching faculty, a HACC adjunct faculty member, or an educational administrator of HACC.
2. A member of the teaching faculty or an educational administrator of any regionally accredited institution of higher education.
3. A state-certified elementary or high school teacher, or school librarian.
  - a. For Pennsylvania residents, a high school superintendent, principal, or an Intermediate Unit administrator.
  - b. For students outside the state of Pennsylvania, any educational administrator holding a position equivalent to those described above.
4. A public librarian.
5. For personnel of the armed forces, any commissioned officer of higher rank than the student, a base commander, a noncommissioned officer in command of a military post, an education officer, or a base librarian.
6. For employed students, the Human Resources Director or company educational manager.

**Note: Your friends and relatives are NOT permitted to proctor your examinations.**

### Arranging for a Proctored Examination

1. Contact a person qualifying as a suitable proctor and ask him or her to proctor your examination. If the person agrees, arrange a date, time, and place for the exam. You must pay any expenses involved, including postage to return the exam.
2. Complete the information required on the Test Proctoring Form and mail to the Distance Education Office.
3. The instructor may approve or disapprove the proposal based upon the instructor's assessment of the proposal's information. You will be notified if the proposal is not approved.
4. If your request is approved, the exam(s) and instructions will be mailed to the proctor.
5. Notify the instructor and the proctor if you cannot take a scheduled exam.