

DISTANCE EDUCATION & CORRESPONDENCE PROCTORED EXAM

As a Christian, non-denominational high school, Goliath Academy ensures academic integrity through the use of a Proctor. The proctoring policy requires each student to identify an individual of good character to act in the capacity of his/her test proctor.

The test proctor should follow these directions:

1. Cannot be related to the student in any way.
2. Will attest that he/she is a disinterested party.
3. Will not commit perjury.
4. Will be a trustworthy individual.
5. Has no stake in the academic level of achievement.
6. Will fill-out the proctor registration form.
7. Will supervise the student while testing.
8. Will contact the school if any improprieties occur.
9. Will sign and date the proctor registration form.
10. Will not receive any type of payment for his/her services.

A proctored exam is one that is overseen by an impartial individual who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process. An acceptable proctor is someone with no conflict of interest in upholding the Academic Code of Conduct. **Relatives, friends, spouses, neighbors, and co-workers are not acceptable proctors.** Only the proctor may handle the actual exam prior to and following its completion. No copies of the exam other than the copy used for test-taking are to be made at any time. No person other than the proctor and student may view the exam. (The student may have access to the exam only during the time period allowed by the instructor/proctor.) The proctor must follow the schools' requirements for administering the exam. These may include, specific allowable equipment, such as a calculator and inclusion or exclusion of books, notes, etc. Any relevant material, e.g., scratch paper should be sealed in the appropriate envelope.

THE STUDENT MUST PROVIDE HIS/HER EXAM SCHEDULE TO THE APPROVED PROCTOR.