

Proctor Expectations

It is a student's responsibility to find, contact, and set up an acceptable proctor. Testing can take place at the Testing Center, at home with Honorlock (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.
- [Honorlock](#), an online proctoring service, can be used by any Franklin student for most proctored exams (if you have questions about your test, contact the Testing Center).
- For students in the military, Higher Ranking Officers who are not a direct supervisor are acceptable.
- If a student does not live within the central Ohio area, they may look into the following in-person options in their area, in this order:
 1. National National College Testing Association (NCTA) Testing Centers, using this [search tool](#).
 2. Professional, military, or local university testing centers.
 3. Local librarians who work for libraries that offer exam proctoring services (**students must be able to be monitored throughout the entire duration of the 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; teachers may be approved in certain circumstances).

Proctor Guidelines

A viable distance proctor must be able to:

- Provide a quiet, professional, **NON-RESIDENTIAL** testing environment, where the test takes place at the listed/ submitted address during the business' regular hours of operations.
- Monitor the student throughout their entire testing session in a way that ensures the student does not access restricted materials while testing.
- Receive testing materials via email and return exams electronically, if required.
- Use a professional email address (materials will not be sent to free or personal email 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>

