Using a Local Proctor for Students

Your instructor may approve you to use a local proctor to take a proctored exam, such as at a library or local institution. If your instructor allows for a local proctor and you feel it's the appropriate option for you, follow the steps below:

1. Find out from your instructor which tests require proctoring and are approved for using a local proctor. This information should be available in the course syllabus.

2. Fill out the [student/proctor agreement form](#) and return it to your instructor at least 2-3 weeks before the exam date.

3. Go to your proctor on the day/time of the exam.

How do I know if I'll need a proctor?

The course syllabus should tell you which tests require proctoring. If you have any questions about whether you will need to find a proctor for a specific course or test, please contact the instructor.

Which proctors does Oakland University consider acceptable?

- A professional testing center
- College or University instructors
- Educational service officers on military installations
- School teachers, administrators, counselors or librarians
- Public librarians
- American school officials at overseas facilities
- A work supervisor, only if you are not within reasonable distance of any preferred proctors listed above

NOTE: Friends, relatives, co-workers or business associates are NOT acceptable as proctors.

What do I do once I've found a proctor?

Fill out the [student/proctor agreement form](#). You'll need the proctor to sign off on this form as well, and provide you with some supporting documentation that provides evidence of their legitimacy. Once you have completed the form and signed it yourself, send it to the instructor for approval. Again, do this at least 2-3 weeks before your test.

Who approves the proctor I've selected?

Once you submit the proctor agreement form, your instructor will review it and then either approve or deny the proctor. If the instructor denies the proctor, you will either have to find another proctor or address the instructor's concerns about the proctor you originally requested.

What happens on the day I need to take the test?

Go to the location of your proctor. If your test is on paper, the proctor will supply you with a paper copy of the test (supplied to the proctor by your instructor). If the test is online, your proctor will have you use their computer. The proctor will monitor you as you take the test, and, if required, send the completed test back to your instructor.

Who do I contact with questions about this process?

If you have questions about which proctoring service you can use, contact your instructor for clarification. If you have technical questions about the proctoring process, reach out to e-LIS via their Support Portal.

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