

General Proctoring Guide for Students

A proctor is a person who monitors an exam to make sure that students don't use any resources that aren't permitted by the instructor. In most traditional classes, where exams are administered in a physical classroom, the proctor is your instructor. In some cases, you may need to take an exam outside of the normally proctored classroom environment. For instance:

- You are a student enrolled in an online course, and there is no option to have your test proctored on campus.
- You are a student enrolled in an online course, and although there is an option to have the test proctored on campus by your instructor, you live too far away for this to be practical.
- You have special needs, such as a physical disability, that may require you to take your exam outside of the classroom.

There are a few options for getting an exam proctored, depending on what your instructor decides. Your instructor may use YuJa Verity, an online proctoring service. Your instructor may proctor your exam over Zoom. Finally, you may also be able to work with your instructor to find a proctor near where you live, such as at a library or local institution. This proctor must meet certain qualifications and must be approved by your instructor.

Refer to any of the documents below for more information:

- [YuJa Verity Support](#)
- [YuJa Verity Student Instructions](#)
- [Accessing a Proctored Assessment for Students](#)

Updated June 13, 2025 Others may share and adapt under [Creative Commons License CC BY-NC](#).