

Change of Proctor Form

Please review the policies regarding Proctor selection and responsibilities below before completing this form. Keep a copy of this page for your reference. This proctor will be used for the Stanford 10 Test (if applicable) as well as all academic exams.

If you are struggling to find a proctor, remember that GIA offers proctoring services for free. Just write in "Griggs" on this form as your proctor, and we will send additional information your way.

RESPONSIBILITIES OF THE STUDENT

- Find a qualified person to supervise the exam process and proctor exams
- Set up exam time and place with proctor
- Notify the testing department of changes in proctor

RESPONSIBILITIES OF THE PROCTOR

- Receive online password directly from GIA and store in a secure location
- Enter the password to begin exam, NEVER giving the password for student to enter
- Supervise the exam process in an appropriate testing setting
- Monitor the student for the duration of the exam

TESTING PROCESS

- Complete Proctor Information & Request form and submit with enrollment.
- Complete and submit all coursework and DBAs leading up to the exam.
- Account must be up to date in payment at the time of testing.
- Request exam from Griggs Online from your course homepage by clicking the dropdown menu "Requests" on the navigation bar. Please allow 3-4 business days prior to testing day for processing. Please aware that holidays can affect request time.
- Examination date, time, and place arrangements are made between student and proctor.
- GIA sends login and password information to proctor. The exam is released for a four-week window of time.
- Proctor directly supervises students throughout the entire examination (stays in the room). "Zoom" proctoring is not allowed. If you'd like to Zoom with a proctor, please use our GIA proctoring services.
- If you have questions, contact the GIA testing office for more information.

PROCTOR SELECTION AND REQUIREMENTS

- Selection of an independent, non-biased proctor protects the student from allegations of academic dishonesty and maintains the standards our accrediting agencies. Proctor selection is subject to approval by GIA and is monitored throughout the duration of the course.
- GIA reserves the right to ask the student to select a new proctor at any time.

Acceptable Proctors

- School Faculty and Administration
- Testing Center Staff
- Guidance Counselor
- Librarians
- Pastors
- Church Officer

STUDENT NAME: _____ **STUDENT ID #:** _____

PROCTOR INFORMATION		
PROCTOR NAME (FIRST, MIDDLE, & LAST)	WORK TITLE	
PLACE OF EMPLOYMENT	WEBISTE/URL (IF APPLICABLE)	
RELATIONSHIP TO STUDENT	NUMBER OF YEARS KNOWN	
DAYTIME PHONE NUMBER	EMAIL	
STREET ADDRESS	CITY	
STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY
_____ I certify that the proctor is not a family member, peer, or member of the same household.		
_____ I certify that the proctor understands the exam protocol and has agreed to proctor my exams.		
STUDENT SIGNATURE	DATE SIGNED	