

Southwest Georgia Technical College

Preliminary Proctor Instructions

1. The event materials (exams or assignment instructions) are to remain sealed in a locked room, drawer or cabinet. Online materials are password protected and proctor will be e-mailed login instructions. The student cannot see or handle the materials before the administration of the proctored event.
2. The student must present photo identification, such as a SWGTC Student ID, driver's license, passport, etc. The student is to complete and/or sign the attached [Academic Honesty Disclosure Form](#) in your presence and you are then to check the information and signature against the identification presented to ensure that the student before you is the correct student to be completing the event for the scheduled course.
3. If the event has a time limit, please make sure that the student does not go beyond the time limit stated on the detailed instructions provided by the instructor (to be sent via separate e-mail). If the event is to be completed on-line, the materials will automatically be submitted at the end of the allotted time. Suitable conditions and a quiet environment are extremely important.
4. At the conclusion of the administration, return all event materials per the instructions provided by the instructor. Where applicable, please include any used scratch paper that the student may have used.
5. Regardless of how you return the originals, we ask that you keep a copy of the completed materials on file for the next three months in case the package is lost in transit. Do **not** allow student to keep a copy of his or her materials.
6. Sign and return a copy/scan of the [Academic Honesty Disclosure Form](#) along with a copy/scan of the student's identification with the exam.
7. The following must be read to the student before he/she is administered the event materials.
 - a. Make sure you are completing the event for the course in which you are registered.
 - b. Note the time that you are allowed for the event and pace yourself accordingly.
 - c. You are not allowed to use any notes or reference materials unless stated otherwise in the provided instructions.
 - d. If you are caught using any unauthorized materials, your event materials will be confiscated and you will receive a 0 (zero) on the event.

Thank you for your assistance and willingness to serve as a proctor. If you have any questions during the quarter, please call 229-227-2680.