

Walsh College Student Guidelines for Requesting a Non-Walsh Proctor

The selection of a proctor is the student's responsibility. Please follow the directions below.

Step 1: Select a proctor and test location (see acceptable and unacceptable examples on next page)

Proctors must meet minimum standards in order to be acceptable. Educators, librarians, members of the clergy and professional testing staff are examples of people in authoritative positions who are able to proctor an exam. The exception would be people in these categories that are related to you or who are co-workers or in supervisory positions at your place of employment. If you are unable to locate a suitable proctor, you may find a proctor through the NCTA Consortium of College Testing Centers at <https://ncta.memberclicks.net/interactive-map>. (A fee may be required by the non-Walsh proctor).

Test locations must also be approved by the Walsh College Testing Center. The exam may not be taken at a private residence, Cybercafe, or commercial document center (i.e., hotel business center, copying center, etc.)

Step 2: Submit proctor information using the proctor request form located at https://www-secure.walshcollege.edu/Proctor_Request/

Step 3: Proctor notification

The proposed proctor will be notified by the Walsh College Testing Center to confirm eligibility. If approved, the proctor will receive the information needed to proctor your exam from the Walsh Testing Center. This information may be time sensitive, depending on the exam, so if you are unable to take the test within the time period you indicated to us, please contact the Walsh College Testing Center at 248-823-1692 or by email at testingcenter@walshcollege.edu to have new credentials sent to the approved proctor.

Step 4: Take your test

At the proctoring site, show a picture ID to the proctor, who will then assist you with the test. Contact the Walsh College Testing Center at 248-823-1692 or testingcenter@walshcollege.edu with any questions or concerns. Please visit the Testing Center webpage for hours and other information www.walshcollege.edu/testingcenter.

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Acceptable & Unacceptable Examples of Out-of-Area Proctors

Acceptable Proctor Examples	Unacceptable Proctor Examples	Acceptable Exam Location	Unacceptable Exam Location
<ol style="list-style-type: none"> 1. School counselor/advisor 2. Military/industry education or testing officer 3. An officer with a higher rank than the student, if the student is in the military 4. School or local librarian 5. School superintendent 6. Principal 7. Hospital educator 8. Public school teacher 9. Member of the clergy 10. Independent testing center personnel 11. Testing coordinator or technician 12. Faculty member or administrator of an accredited college or university 13. Other persons approved by the Walsh Testing Center 	<ol style="list-style-type: none"> 1. Spouse 2. Family members 3. Employee 4. Co-worker 5. Supervisor 6. Other students 7. Neighbor 	<ol style="list-style-type: none"> 1. Local library 2. Commercial testing center 3. Walsh College main campus or extension center 4. High School 5. Other colleges or universities 6. Other approved locations 	<ol style="list-style-type: none"> 1. Private residence 2. Cyber-cafes 3. Commercial document centers (<i>i.e.</i>, hotel business centers, copying centers, etc.) 4. Commercial wireless hotspots (<i>i.e.</i>, coffee shops, etc.)