



TORO LEARNING & TESTING CENTER

1000 East Victoria * Carson, CA 90747

Learning- North LIB C-121, (310) 243-3827 Testing- North LIB 5705, (310) 243-3909

TESTING@CSUDH.EDU * CSUDH.EDU/TESTING

Graduation Writing Exam Proctor Agreement Form

This form is for the distance GWE only. Students must be matriculating DH students to sit the GWE.

A: TO BE COMPLETED BY STUDENT

1. Name: _____ CSUDH Student ID #: _____

Phone: _____ Email: _____

2. I am requesting to sit the GWE in the selected semester: Fall Spring Summer

3. I understand that I am responsible for any fee, if applicable, for proctoring services and exam return.

4. I confirm that the proctor I have chosen conforms to the guidelines of approved proctors set forth by the CSU, Dominguez Hills Toro Learning & Testing Center.

5. I confirm that the information provided on this form is accurate.

6. Student Signature (required) _____ Date: _____

B: TO BE COMPLETED BY THE PROCTOR

1. Proctor's Name: _____ Proctor's Position: _____

Organization: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

Business Email: _____

2. Proctor MUST confirm/agree to all items by checking the box or they cannot be approved.

I confirm that I am not in any way related to the student, nor am I a friend, roommate, neighbor, church official, current teacher, coach, employer, supervisor or coworker.

I agree that I will administer the exams in accordance with the instructions provided by CSUDH, that I will not allow the student to use personal computers, notes, dictionary, test books, electronic devices or other materials (unless otherwise instructed), or allow anyone access to the student while taking their examinations.

By signing this agreement, I agree to ensure that the academic integrity of any of these examinations will not be compromised.

3. I certify that all of the information that I have provided is accurate.

Proctor Signature (required): _____ Date: _____

PROCTOR AGREEMENT FORMS MUST BE RECEIVED BY THE ASSIGNED DEADLINE TO BE PROCESSED

The California State University, Dominguez Hills Toro Learning and Testing Center reserves the right to verify the proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. This Proctor Agreement may be terminated at will by the proctor, student, or California State University, Dominguez Hills by providing written notification to all parties involved.

Mail:
Toro Learning & Testing Center, N. Library 5705
1000 E. Victoria St. Carson, CA 90747

Email: testing@csudh.edu
Fax: (310) 516-3330

Additional Questions?
Phone: (310) 243-3909
Website: csudh.edu/testing

Toro Learning & Testing Center

Distance Learning GWE Proctor Guidelines

What is the Distance Learning GWE?

Students who are part of a distance learning program may elect to complete the GWE via proctor.

Distance Learning students are to locate a CSUDH Testing Center approved proctor in their area. Once a proctor has been obtained, students are to have their proctor complete and return the Testing Center Proctor Agreement form. Testing must have a proctor agreement form on file for a student to test.

What is a proctor?

A proctor is a person who administers and supervises examinations for the CSUDH Testing Center. A proctor ensures the identity of the test taker and the integrity of the test taking environment. Students are to remain under the supervision of the proctor throughout the exam administration.

What does a proctor do?

A student's exam is mailed to his or her proctor. Exams may be mailed only to institutions, not personal addresses. The proctor handles the exam according to the designated exam administration policies and procedures. Once the student has completed the exam in accordance with the directions and under the supervision of the proctor, the proctor will mail back all exam materials to the CSUDH Testing Center. A return envelope is provided for testing locations in the United States. Students outside of the United States are responsible for the expense of the return of their exam. Proctors have a responsibility to facilitate fairness and academic integrity for the exams they administer.

Who can be a proctor?

The CSUDH Testing Center approves the following to serve as proctors:

- College and university professional testing staff /testing offices
- Full-time public librarian
- Full-time university/ college faculty member.

The student may request approval for a full-time faculty member or administrator of an academic unit of a local college or university that is regionally accredited, or an ALA-accredited librarian at an academic or public library. We cannot approve persons who work part-time or as adjuncts or graduate students at a college or university; nor can we approve co-workers, personal friends, relatives, tutors, neighbors, personal advisors, pastors, employers, schoolteachers or administrators (elementary, middle, high school), any person associated with the athletic department or sports program of a college, university, or high school, or anyone with a potential conflict of interest. An exam must be sent to the academic work address of the proctor. Exams may not be sent to any person's home, to a primary or secondary school, a place of worship, or a private business.

Please note that these guidelines have been set forth by the university to ensure secure, ethical, and standardized exam administrations required for university accreditation.

How does a student choose a proctor?

Students who have difficulty securing a proctor may contact another CSU Testing Center or utilize the National College Testing Association Consortium, (<http://www.ncta-testing.org/cctc/find.php>). Overseas residents test at local universities or American embassies. Deployed military personnel must work with their unit's education officer regarding testing arrangements. Military personnel in the U.S. may make arrangements with the education office or an accredited college testing location. Out-of-state students must test at the testing center of an accredited post-secondary institution.

Students must first receive permission from an individual before designating him or her as their proctor.