Saint Timothy Theological Institute & Seminary, Inc.
Proctor Application

If you have a previously approved Extended Campus proctor, you do not need to submit this form again unless you are changing proctors. Once you have an approved Extended Campus proctor, that proctor may be used for all your distance education courses. If you do not take classes for 3 years or more, your proctor information will be removed from our database.

The student should print this form. Both the student and the proctor must complete their respective areas and sign and date in the proper areas. The student's and proctor's signature signifies that they have read, understand, and agree to comply with the test administration rules. The person acting as the proctor is in a position of trust. Only those persons that meet and can document their qualifications will be approved. Upon completion, the student should mail the completed application plus any required documentation to the Campus Office. The address is listed at the end of the application. The proctor application will be reviewed and approved after verification is complete. Once it is approved, the student and the proctor will receive a confirmation email at the email addresses provided below. Those applications that are incomplete, do not have the required documentation, or do not meet the proctor qualifications will not be approved, and the student will be notified. No exams will be transmitted until an approved proctor application is on file.

STUDENT INFORMATION (Please print)
Name of Student _____
Student Number _____
Address: Street: _____
City: _____ State _____ Zip _____
Day Telephone Number: ( ) _____
E-mail address: _____
Degree Major _____

PROCTOR INFORMATION (Please print)
Name of Proctor: _____
Mailing Address for examination materials:
Organization Name: _____
Attention of: _____
Street: _____
City: _____ State: _____ Zip:
_____
Day Telephone Number: ( )_____
E-mail address: _____
Job Title or Profession: _____
Where Employed:
_____
Relationship to the student:
_____

Proctor Requirements (all four are required):
**** **Friends, relatives, or a Saint Timothy student MAY NOT be a proctor.** ****
1. Must hold a minimum of a Bachelor's degree from a approved college or
university.
Highest Degree Held: _____
Degree Major: _____
From: _____
2. The proctor must also meet one of the following qualifications (please check
one):

☐ A. A staff or faculty member from any approved institution of higher education.

☐ B. A high school or elementary school teacher, counselor, administrator, or
superintendent of schools.

☐ C. A currently employed librarian.

☐ D. Supervisor, a human resources manager, or manager of higher rank.

☐ E. For military personnel: a DANTES test control officer, an educational
services officer, a base librarian, an officer, or non-commissioned officer of
higher rank than the student.

Documentation Required:

A. A photocopy of the diploma or transcript showing at least a bachelor's degree. If neither is available, you can provide a letter from your place of employment stating you hold a 4-year degree.
This information can be included in the letter required below. (Must accompany the application)
B. A letter on the institution's letterhead stating the proctor's position, signed by a supervisor or manager (e.g. head librarian, unit commander, chief personnel officer, etc). (Must accompany the application)
* If you are already an approved proctor, documentation is not required again.
Please list the student you are approved for:
_____
3. **Proof of email:** The proctor must send a confirmation email to **sainttimothyseminary@yahoo.com**. The email must be from the address where you intend to receive exams. It should include your name and the student's name who is requesting you to be his/her proctor. Applications will not be approved until this email confirmation is received.

Examination Rules:
1. Materials for each test will be primarily emailed to the proctor. Otherwise, materials will be sent to the mailing address provided above.
2. The exam must remain in the possession of the proctor until test time.
3. The proctor must be present at all times while the exam is being administered.
4. No assistance allowed. The exam is closed book unless otherwise noted.
5. Once started, the examination must be completed. If the student stops before completing the exam, the exam must be submitted online at that time or taken up and mailed.
6. The exam may not be copied by a student under any circumstance. Copying of the exam will result in the termination of the course with a grade of F.
7. The proctor must complete the proctor certification form accompanying each paper exam and send it to the address specified by the instructor.
8. If administering a paper exam, the exam must be secured and mailed to the address specified by the instructor.
9. In order to be a proctor, you must have a computer with Internet access, email address, and printer available.

Student Testing Agreement:

I certify that I have read the above terms and conditions and agree to abide by them. I understand that violation of these terms will significantly affect my grade and my continuing ability to take the distance education courses.

Student's Signature: _____ Date: _____

Proctor Testing Agreement:

I certify that I have read the above terms and conditions and agree to abide by them. I understand that violation of these terms will significantly affect the student's grade and the student's ability to take the distance education courses.

Proctor's Signature: _____Date: _____

Saint Timothy Theological Institute & Seminary, Inc. reserves the right to deny the use of a proctor at any time after initial approval if the student or proctor is suspected of misconduct.

Upon completion by both the student and the proctor, mail this form and the accompanying documentation to:

Saint Timothy Theological Institute & Seminary, Inc.
P.O. Box 441457
Indianapolis, Indiana 46244