



# Proctor Policy and Frequently Asked Questions

For Liahona Distance Education Accredited Students and Family

## Why do I need a proctor?

In order to meet accreditation standards, accredited students must have one test per semester proctored by an individual who is not a family member. This test must be completed in order to receive a grade and credit for the class you are taking.

## What does a proctor do?

Proctors supervise examinations for the Liahona Academy Distance Education Program. They have a responsibility to facilitate fairness and integrity during testing situations. The Proctor may not be a coach for the student.

After a student requests an individual to proctor for them, the proctor must complete a proctor certification form and submit it to Liahona Academy for approval. We suggest securing a proctor early so that testing materials can be sent to them in a timely manner. We also request that you use the same proctor for both proctored finals during the academic school year.

Once the student has completed the exam, the proctor mails back all exam materials, including exam questions and the signed cover sheet to Liahona Academy. A self addressed, stamped envelope will be provided for this purpose.

## Who can be a proctor?

The following are eligible for approval:

- Guidance Counselor/counseling staff
- Certified teacher
- School Principal or vice principal
- Librarian
- Superintendent or other administrator
- Principal or faculty of an LDS seminary or institute
- Embassy education officer
- Military base/station education officer
- Local college testing center staff or administration

## How does the proctor get registered?

Individual families are responsible for securing their own proctor. You may ask anyone on the above list of eligible individuals. Once you have secured a proctor, give them the Proctor Certification form to complete and submit to Liahona right away.

## Policies and Procedures

1. The exam must remain sealed until the student is ready to take it, and the exam should never be in the student's possession except when they are taking it.
2. Students may use approved materials, including notes, books, or other references. Approved materials will be listed on the test copy. Please examine the test beforehand to be sure of what is and is not allowed. Students cannot take notes on the exam or have any part of it to study after taking it. The exam cannot be duplicated in any way.
3. Proctors must collect all papers and questions at the conclusion of the exam. All materials, including exam questions, signed cover sheet and any scratch paper must be sealed and mailed back by the proctor in the envelope provided.
4. The exam must be mailed back to the school by the specified return date whether the student has taken the exam or not.
5. If the requested proctor is unable to proctor the exam, please call the school to certify another proctor. Do not hand over the exam to another person or the student.
6. If the student is suspected of cheating, please call the school immediately.
7. Unlike other quizzes and tests throughout the year, the proctored test may be retaken for credit, however, it **MUST** be retaken with a proctor.

