

Proctor Policy

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 is generally a semester final and must be completed in order to receive a grade and credit for the class you are taking.

What does a proctor do?

Proctors are individuals who are approved by Liahona Academy and agree to supervise examinations for the Liahona Academy Distance Education Program. They have a responsibility to facilitate fairness and integrity during testing situations.

Students must first receive permission from an individual before designating him or her as their proctor. The proctor must then complete a proctor certification form and submit it to Liahona Academy for approval. We suggest securing a proctor early in the school year 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 will mail back all exam materials, including exam questions and the signed cover sheet to Liahona Academy. A self-addressed envelope will be provided for this purpose.

Who can be a proctor?

The following are eligible for approval:

- Public Librarian (most commonly used and usually do not charge for their service)
- Local College testing center
- Sylvan Learning Center or other regionally accredited supplemental education center
- Embassy education officer
- Military base education officer
- School librarian
- Guidance counselor/staff
- Teacher
- School administrator

Other:

- Principal or faculty of LDS Seminary or Institute

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. Please make sure your child's name is on the proctor certification form so we can match the proctor with the student and get the correct tests out to them. It is that simple.

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 cannot take the exam with unauthorized books, notes, or reference aids of any kind unless specified on the exam instructions in the proctor letter. Students cannot take notes on the exam or have any part of it to study after taking it. The student or the proctor cannot duplicate the exam 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 as soon as possible.
7. Unlike other quizzes and tests throughout the year, the proctored test may not be retaken for credit.

