

Perelandra College Student Proctor Instructions

Some courses require proctored exams. It is student's responsibility to choose an acceptable proctor. A proctor is a person who is with you during the exam to verify that it is indeed you who is taking the test. Perelandra College will generally accept as a proctor a librarian, minister, employer or supervisor, teacher at another institution, and others whose employment or official capacity leads us to trust their word.

Please complete the Proctor Approval Form and mail it to Perelandra College, 8697-C La Mesa Blvd, PMB 21, La Mesa, CA 91942 or fax it to 619-512-4291.

Proctor Instructions

1. Proctor verifies the identity of the student by a government issued picture ID. (License, passport etc.)
2. Proctor reads all instructions before the student begins the exam.
3. Proctor remains in the room until the student is finished with the exam.
4. Proctor verifies that the student did not leave the room during the exam.
5. Proctor verifies that there is no use of books, phones, or computers unless the exam instructions specifically call for any of these.
6. Proctor collects all papers and questions at the conclusion of the exam.
7. Proctor mails the exam to Perelandra College, 8697-C La Mesa Boulevard, PMB 21, La Mesa, CA 91942 along with confirmation that the exam was supervised under the proper conditions.

