Inviting a Proctor
Fayetteville State University
First! Before you invite a proctor...

- Review Proctor Guidelines listed on website:
  - Note who can and cannot be a proctor! If you invite a proctor who does not meet the UNC Online Services guidelines the application will be denied.

- Plan a proctor well in advance of your scheduled exam.
  - Once an application is received, we will approve or deny your invited proctor within one week (note: our timeline begins when an application is received not when you invite a proctor). If problems arise during the review process it may take a longer than one week.
  - Note: If you are searching for a proctor outside of the United States, invite a proctor as soon as possible as these applications often take much longer to review and approve or deny.
  - Students, it is your responsibility to inform your invited proctor of your exam schedule and remind them to submit their application in a timely manner.

- To save time and reduce possible frustration, think carefully about who you choose to invite as a proctor. Ask yourself:
  - Do they meet criteria set forth in the guidelines?
  - Can they provide an appropriate environment for testing?
  - Are they reliable and dependable?
  - Does their availability coincide with yours?
How-To Invite a Proctor

1. Login to the UNC Academic Services Portal located at: https://online.northcarolina.edu

2. Find the exam you wish to schedule and click the “Schedule Tab”

3. Once you click the schedule tab the following screen will come up:
This will take you to the “Invite a Proctor” page shown below:

Be sure to read the information listed here before inviting a proctor. The majority of your questions can be answered by reading this information.

Enter your invited proctor's email address. You cannot invite a proctor without this step. If your invited proctor is not in the system, the following screen will come up.
Sample Email to Proctor:

Hello Ms. Newsome,

My name is Caleb. I am requesting your services as an exam proctor for my accounting final. The exam window is open from **Tuesday June 28, 2011 12:00 am to Thursday June 30, 2011 11:59 pm**. In addition, this exam requires **internet access** capability.

In order to be approved as a proctor for this exam, you will need to complete an application with UNC Online Academic Services. Once you submit an application, they will approve or deny your proctoring license within one week. If you have any questions, please let me know. Thank you for your service.

Sincerely,

Caleb
Once you click Invite Proctor the following screen will come up:

**Why invite a proctor?**

If you are unable to find a pre-approved proctor on the Find a Proctor page of this website, you may choose to invite a qualified individual to join the University of North Carolina Online Proctoring Network.

**Who can be your proctor?**

To become a proctor, the individual cannot be a relative or friend of the student taking the exam and must hold one of the following occupational titles:

- School superintendent, principal, assistant principal, or other administrator
- Embassy education officer, military base/station education officer, fire chief or captain
- Local college testing center staff or administration
- Commercial testing center
- Full-time school or public librarian, or full-time teacher
- Overseas (Military) Non Commissioned Officer in Charge or Officer in Charge

For each type above, the proctor must provide a professional email account and physical work address to verify his/her title. Graduate level UNC System students who hold one of the above titles may proctor only if they are part of a formal proctoring office run by an administrator and staffed (in part) by graduate assistants; they cannot proctor students in their degree program. As well, they must provide a verifiable professional email account and physical work address.

**What does Invite a Proctor do?**

The Invite a Proctor utility allows you to send an email to an individual, requesting that they join the University of North Carolina Online Proctoring Network.

This email will state that you have requested this individual to join the Network. This email will also provide instruction on how to Become a Proctor.

All proctor applicants are subject to approval. Please allow for one week to complete this entire approval process.

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**Note:** Once you invite the proctor, the process is NOT complete. The proctor **MUST** submit an application through UNC Online Academic Services before they can be approved to proctor your exams.
Once a proctor is invited, they will receive the following email:

Dear Jennifer Johnson,

Thank you for applying for a UNC Online Academic Services Proctor Site license. Your application will be reviewed in the coming days and we will inform you when the license has been issued.

You can access the site from the URL listed below.

http://services.northcarolina.edu/exams/become.php

If you have any questions related to your application, contact the UNC Online Proctor Administrator at:

services@northcarolina.edu email
252-737-4295 phone
252-737-4367 fax

Thank you,

UNC Online
As soon as your invited proctor is approved or denied you will receive email notification.

Sample Approved Proctor Email:

Dear Student Name,

There has been an update regarding, the invitation you sent to “Invited Proctor’s Name” at “Invited Proctor’s Email”.

The proctor’s Proctoring license current status is: Approved.

You can access the site from the URL listed below.

http://services.northcarolina.edu/my/index.php

If you have any questions, contact the UNC Online Proctor Administrator at:

services@northcarolina.edu email
252-737-4295 phone
252-737-4367 fax

Sample Denied Proctor Email:

Dear Student Name,

There has been an update regarding, the invitation you sent to “Invited Proctor’s Name” at “Invited Proctor Email”.

The proctor’s Proctoring license current status is: Unlicensed.

You can access the site from the URL listed below.

http://services.northcarolina.edu/my/index.php

If you have any questions, contact the UNC Online Proctor Administrator at:

services@northcarolina.edu email
252-737-4295 phone
252-737-4367 fax