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**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 per course proctored by an individual who is not a family member. This test must be completed 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 another 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
* Someone with no vested interest in your child’s grades

**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, the Proctor Certification form can be completed online and will automatically be submitted to Liahona. https://forms.gle/4QSD9hR5A53zbhSK9

**Policies and Procedures**

1. The exam must remain with the proctor 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/emailed 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. Exams should **never** be in the possession of the student’s parents. Proctors, please do not ask them to email or mail them back to the school. Parents can be present as the student is taking a test but there should not be any communication. Parent to proctor is allowed.

7. If the student is suspected of cheating, please call the school immediately.

8. The proctored test may be retaken once for credit; however, it **MUST** be retaken with a proctor.

9. Cell phones are not allowed to be visible while the student is taking an exam.

10. Due to COVID-19 if you are proctoring over some form of video format, you must always be able to see the student and the test. If your student needs to do exams over some sort of video format, please contact the school for specific guidelines/instructions to help keep the integrity of the test.