



Testing and Disability Services

Phone: 706.737.1469

Fax: 706.729.2298

E-Mail: tds@augusta.edu

Augusta University Procedures for Off-Campus Test Proctoring

1. The AU Office of Testing and Disability Services must receive the Off-Campus Test Proctor Application at least two weeks before the test date. This application must be resubmitted if the proctor or testing center changes for subsequent exams. Proctors may not be a peer, friend, colleague, or family member.
2. The student must locate a proctor at a college/institution or testing center.
 - a. Student is required to complete the Off-Campus Test Proctor Application and submit to the proctor or testing center.
 - b. The proctor or testing center completes and sign the Off-Campus Test Proctor Application and returns the form to the AU Office of Testing and Disability Services via email or fax.
3. The AU Office of Testing and Disability Services will review the information on the Off-Campus Test Proctor Application for approval. If the test site is approved, the student's instructor will be notified to send the required testing materials to the proctor or testing center. The required testing material includes:
 - a. Coversheet
 - b. Proctor Guidelines
 - c. Test
 - d. Answer Sheet
4. All test material must be returned to the AU Office of Testing and Disability Services via email (tds@augusta.edu), postal service, or fax (706- 729-2298) within one business day of the test date. The AU Office of Testing and Disability Services will either forward the test to the student's instructor, or score the exam and post results, as indicated.
5. The proctor or testing center must keep the original copy of the student's test for at least one month after the test date.