Human Proctor Guidelines
United States Sports Academy

Students who are approved by the Department of Student Services to use a physical human proctor in lieu of ProctorU, e.g., non-degree seeking students, active-duty military students, or students with specific testing requirement exemptions, should attempt to find an appropriate National College Testing Association (NCTA) approved testing center. Such centers are:

- University, college or community college libraries or testing centers;
- Sylvan Learning Centers or similar;
- Military education/testing centers; or
- Public libraries.

To find a current NCTA participant, please see the following link - http://www.ncta-testing.org/cctc/find.php.

In certain circumstances, a student may be approved to use a K-12 level proctor. These special proctors must:

1. Have no relationship with the student; and
2. Not be in a supervisory position to the student.

Please provide the following information to the proctor. Also, return a copy of this completed form to the Testing Coordinator at testing@ussa.edu.

Student’s Name: __________________________________________________________
Student’s USSA Email: _____________________________________________________
Course ID Number: ______________________________________________________
Course Name: ____________________________________________________________
Professor: ____________________________
Semester of Enrollment: ____________________________
Proposed Exam Date and Time: ____________________________
Specify whether Midterm OR Final Exam ____________________________

Additional questions regarding testing or proctor selection should be directed to the Testing Coordinator at testing@ussa.edu.