Dear Prospective Proctor:

You are applying to proctor a final examination for a student at the United States Sports Academy. By accepting this important responsibility, you are agreeing to protect the academic integrity of this examination and follow all duties and responsibilities outlined below.

**Duties of the Proctor**

As proctor, you agree to:

1. Be available to monitor the student at any time during the test. **The final exam is a maximum of 2 hours in length for undergraduate courses, 3 hours for Master's courses, and 3.5 hours for Doctoral courses. You must proctor the examination continuously.**

2. Position yourself to have a direct view of the student’s computer screen if the computer on which the exam is administered is not able to be set to limit the actions of the student or has not been set as such.

3. Enter the final exam password into the Course Management System and not give or allow the student to see any password information.

During this exam, the student will not be allowed to:

1. Open any software application or window on the computer other than the exam window.
2. Have any books, paper, or other materials on the top of the desk.
3. Check email, initiate instant messaging, use a cell phone or similar communication device, or listen to any electronic device using earphones during the exam period.
4. Print or copy the exam questions electronically or on paper.
5. Save the exam to the local hard drive or any external storage media.
6. Access any external storage device.

Individuals interested in becoming independent Academy proctors should return the second page of this document to the Academy Testing Department for review. Applications may be submitted by email (testing@ussa.edu), fax (251-625-1035) or mail to:

The United States Sports Academy  
Attention: Testing  
One Academy Dr.  
Daphne, AL 36526

All proctors MUST have a signed proctor application on file with the Academy Testing Department for EACH student for which they agree and are approved to proctor. All applications must be approved PRIOR to exam passwords being sent.

Students using human proctors are required to pay any costs incurred with using this third-party service. The Academy reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected. All proctors are subject to approval.
United States Sports Academy
Exam Proctor Application –
email: testing@ussa.edu OR fax: 251.625.1035

Date of Application: ____________________________________________________________
Full Name: _____________________________________________________________________
Position: _____________________________________________________________________
Place of Employment: __________________________________________________________
Address: _____________________________________________________________________
Work Email: __________________________________________________________________
Phone Number (work): __________________________________________________________
Phone Number (cell): __________________________________________________________
Student’s Name: __________________________________________________________________

(Please check below)

I have no relationship to the above named student other than a student/proctor relationship.
Agree_________ Disagree_________

Have you proctored examinations for the Academy in the past? Yes_____ No_______

I, ________________________________________, agree to perform the any and all proctor duties set forth by
the United States Sports Academy for each exam proctored I understand if this application is approved, I
will be required to submit exam request information as indicated below via email to testing@ussa.edu
no less than 3 days prior to the proposed exam date to obtain proper passwords.

This exam request information should be obtained from the student and should include: Student’s
name, USSA email, course ID and name, professor, semester of enrollment, and proposed exam date
and time.

I understand that if the proctor application and/or any subsequent testing password request(s) are not
approved, both I and the student will be notified by the Testing Coordinator.

Signature of Proctor: ________________________________ Date:_______________________

The United States Sports Academy accepts students regardless of race, religion, gender, age, disability, or national origin.