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 the Remote Proctor Device, e.g., non-degree seeking students, active-duty military students, students with specific testing requirement exemptions, and/or students who have less than three (3) courses left to complete their degree requirements 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. Are not in a supervisory position to the student.

Once a proctor is approved, it is the student’s responsibility to provide the proctor with the following information no less than 72 hours in advance of the requested exam date.

- 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.