Dear Prospective Proctor,

You have been identified to serve as a proctor for one of our students, ____________________, who will be taking the GECE (Graduate English Competency Examination). This exam is a computer-based test with a total testing time of two hours and five minutes. In order to verify that you meet the requirements to serve as proctor, please respond to the items below and email this letter back to me at your earliest convenience at angenette.s.dixon@jsums.edu.

Your name: __________________________
Your position: ________________________
Your place of employment: __________________________
Your telephone number: __________________
Your email address: ______________________
Your relationship to the student (One or two clear sentences): __________________________
_____________________________________________________________________________
Do you have access to a computer to offer the electronic exam? ___Yes ___ No
Are you able to configure the computer to be compatible with Blackboard 9.1? ___ Yes ___ No
Are you able to use secure credentials to log into Blackboard to start the student’s exam? ___ Yes ___ No
Do you have access to a conducive testing environment? ___ Yes ___ No
Will you be able to monitor the student during the test? ___ Yes ___ No

Please indicate your agreement to serve as proctor and that the information provided in this document is accurate by signing below:

Signature: __________________________ Date: ________________

Thank you,

Angenette Dixon,
Research Associate
Testing and Assessment