

Jackson State University



Proctor Identification Form

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 arthur.jefferson@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,

Arthur B. Jefferson, Ph.D.

Director of Testing and Assessment