



## Proctored Test Procedure

Dear Student:

Online students who cannot take a proctored test in the Aims college Learning Commons testing centers may make their own testing arrangements. You may choose your own proctor, test date, and test time at your convenience although the test date and time must fall into a window approved by your instructor. In most cases, exams are delivered online; make sure you have access to the Internet and a computer and browser configured to support tests in the course management software required by the instructor.

When selecting a proctor, please choose any of the following:

1. Official Testing Service of an Accredited University or College
2. Principal or Superintendent of an Educational Institution, either public or private
3. Supervisor within your company/business
4. Certified College Instructor
5. School Guidance Counselor
6. Librarian
7. Military Educational Officer
8. Clergy
9. Law Enforcement Officer (Sergeant, Lieutenant or Captain only)
10. Official Learning/Tutoring Center
11. Other - Specify (Please contact <mailto:cheryl.comstock@aims.edu> for permission)
12. The following will not be accepted: fellow students, co-workers, and family members

Please note: Some institutions may charge a fee for this service. It is the student's responsibility to pay any cost incurred for testing.

Please use the following steps to make test arrangements:

1. Locate a proctor who meets the requirements above.
2. Complete the Proctor Request Form and return it to us either by mail, or fax or email. \*\*If faxed, please call 970 339 6476 to confirm fax was received by Aims. \*\*

Within 2 business days after receiving the Proctor Request Form, we will verify the proposed proctor's information and arrange with your instructor to send the appropriate online testing instructions to your proctor. Please contact your proctor to confirm receipt of materials before your testing time.

At the time of testing, your proctor will:

1. Ask for a form of picture identification, such as a driver's license, to verify student's identity.
2. Time the test if not automatically timed by the software. (Instructions will specify time limit).

If you have any questions or concerns please feel free to contact me by phone at 970 339 6476 or by email at <mailto:cheryl.comstock@aims.edu> Good luck on your exams!

Best regards,  
Cheryl Comstock

Aims Community College, Online Learning

Aims Community College Proctor Request Form

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Student Information:

Student Name:

Current Address:

Aims ID #:

Phone #:

Email:

I want to take the test for:

Course Name:

Instructor Name:

Instructor Email:

I would like to take my test(s) on: Date(s):

Time(s):

Please contact Aims a minimum of 5 days prior to the first exam date.

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Proctor Information:

Name:

Title:

Company Name:

Phone #:

E-mail Address: (required for online testing)

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Please mail, fax, or email this completed form to:

Mailing Address:

Cheryl Comstock, Director Online Learning

ATTN: Online Learning Testing

P.O. Box 69

Greeley, CO 80632

FAX: Aims Community College 970 506 6940

ATTN: Online Learning Testing

Email: [cheryl.comstock@aims.edu](mailto:cheryl.comstock@aims.edu)

Subject Line: ATTN: Online Learning Testing

Online Learning Phone: 970 339 6476