

INSTRUCTIONS FOR STUDENT/PARENT

If you are out of the area on the final exam date, or have a valid reason why you cannot attend your exam at the posted location, you can take the exam with a qualified, pre-approved external PROCTOR. This must be an educator, counselor, or librarian and the exam should be taken at an educational institution (school, tutoring center) or library. The proctor cannot be a relative or friend. If a student is on a cruise, it is fine to take the exam at the business center with a cruise employee.

Submit the proctor letter (below) to your VPW instructor at least a week before the exam date. The VPW teacher will verify the proctor and will send the exam password and instructions. The exam must still be taken on one of the two published testing dates. Let your instructor know what time you plan to take the exam.

This only applies to final exams. If you are out of town during the SOL testing period you can take the SOL at your base school during one of their designated SOL testing windows. If you do not take the SOL exam during the session, you must take the final exam.

We do not allow online proctoring services for exams since we are required to have someone physically witness the student taking the exam.

INSTRUCTIONS FOR THE EXAM PROCTOR

Please complete the following form/letter and email it directly to the Virtual Prince William course instructor. The instructor will provide you with the specific exam date, instructions, and password as well as contact information on the day of the exam. Thank you!

I agree to serve as proctor for _____(student name). The exam(s) will be proctored at _____ (insert location) using a computer provided by _____ (enter organization name). I have no personal or professional affiliation with the student.*

I understand that I may not make any alterations to the exam instructions I am provided for this student. I certify that the information provided for the proctor request is correct. I agree to verify a photo ID for the student prior to the exam and observe the student during the examination to ensure no additional browser windows are open and no notes are utilized unless specifically included by the Virtual Prince William instructor.

*Exception: If the proctor works at the student's base school (ie: teacher, counselor, or librarian)

Proctor's Name: _____

Title: _____

Organization: _____

Organization Address: _____

Organization Phone: _____

Organization Email Address: _____

Proctor's Signature: _____

Date: _____