



# Missouri Valley College

*It's a Great Day to Be a Viking!*

## Missouri Valley College Examination Proctor Information

This placement test requires exams. The student is responsible for making arrangements for a proctor and submitting the required documentation by the deadline specified. Proctor information and approval is subject to verification. Providing false information is subject to Missouri Valley College rules for academic dishonesty.

### Students Responsibility for Examination Proctoring

**Step 1:** Identify a person who meets the proctor qualifications and ask them to serve in the capacity. Before an exam is mailed, you must provide the name, address, phone, and email of the proctor to the Admissions Office via email at [admissions@moval.edu](mailto:admissions@moval.edu). If you live close to MVC, the exams can be proctored at the campus.

**Examples of an approved proctor are: Examples of those that will not be approved to proctor:**

College/University testing center	Friend or relative
College/University Professor	Employer of student
College/University/Public Librarian	Coaching staff
Sylvan Learning Center	Personal Tutor
High School Guidance Counselor	
County Extension Office	

**In arranging for proctoring, please note the following:**

Fees (including postage) for taking proctored exams are the responsibility of the student  
You must use the same proctor for each of the exams in this course  
The proctor must have a valid email address that will not change during the semester

**Step 2:** Ask a person meeting the conditions above to serve as your proctor. In person, present the attached form labeled Examination Proctor Agreement, to your Proctor and ask him/her to complete the form.

**Step 3:** Return the completed Examination Proctor Agreement form by the deadline noted in the syllabus to:

**Missouri Valley College  
Admissions Office  
500 E College St  
Marshall, MO 65340**

**Step 4:** Set up an appointment for testing.

**Step 5:** Take the test and if needed, provide a postage-paid envelope or pay proctor for the cost of mailing the completed test. **It is very important that you proctor mail the test with his/her return address, not the student address!**

## OFFICE OF ADMISSIONS

500 EAST COLLEGE STREET | MARSHALL, MO 65340 | 660.831.4114 | FAX 660.831.4233  
WWW.MOVAL.EDU | ADMISSIONS@MOVAL.EDU