

## Selecting a Proctor

At the time of enrollment, students must identify a proctor other than their parents. A proctor is someone in the student's area who is available to supervise the student while taking tests and who will share feedback with the student once tests have been graded. Depending on the arrangements made between the student and proctor, a proctor may also answer questions about course material, provide motivation, assist in setting schedules and perform other duties.

The most acceptable choice for a proctor is a person currently employed at any level as an educator (elementary, secondary or post-secondary). The person could be a teacher, counselor, administrator or extension educator.

Other acceptable choices include head librarians or local clergy.

Military families may use base education officers, chaplains and higher level commissioned officers. Families living overseas may use embassy or consulate officials or other approved non-family members.

In most cases, family members may not serve as proctors.

All proctors must be approved by Nebraska's High School or by the local school district if the student is enrolled in the district and planning to transfer credit to one of the district's schools. If credit is transferring to the student's local school, a signature of the local school administrator is required on the enrollment form.

If a student and his or her proctor are planning on using the Way Cool course management system, both must have an e-mail account. A student and proctor cannot share an e-mail account.