Proctor Registration through The American College

1. Access Blackboard and click into the course, in which you need a proctor. (FA 205 ExCEL)
2. Click Proctored Exam Process
3. Read the Proctored Examination Guidelines (included on back of job aid)
4. Click Register a Proctor

5. Complete the required proctor information fields
   - Proctor First Name
   - Proctor Last Name
   - Proctor Address Line 1
   - Proctor City
   - Proctor State
   - Proctor Zip Code
   - Proctor Phone
   - Proctor Email Address
   - Confirm Email Address

Check review & accept the guidelines

6. Students and proctors will receive an email notifying them when a proctor has been registered. The notification will come from email address exams@theamericancollege.edu
7. For assistance with proctor registration contact the College at (888)795-6307 or email allstatesupport@theamericancollege.edu

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Proctored Examination Guidelines

Please review all of the requirements and guidelines, below, prior to moving forward with the examination process.

1. Exams for all FSCP®, LUTC, and FSS courses (except FP 99) are taken through a proctored online examination process. (For NY students only, it is a proctored paper-and-pencil process).

2. Students must find someone who is eligible to proctor the exam for them. This person must be a disinterested third party who is not a relative, immediate supervisor, or employee of the student, and has no financial or personal interest in the outcome of the examination. Moderators may not proctor for students in their classes. Students may not proctor for other students in their class.

3. After identifying a proctor, the student initiates the “Register a Proctor” step in Blackboard and enters the requested information.

4. Proposed proctors will be required to sign an acknowledgement form indicating they are eligible to proctor and accept the proctoring responsibilities.

5. Students and proctors will receive an email notifying them when a proctor has been registered.

6. Students make arrangements with their registered proctor for a mutually agreeable time and place for the student to take the exam in the proctor’s presence.

7. For FP courses, CP 152, and FA 290, the student and proctor will receive this information as soon as the proctor has been registered. For all other FA courses, the student and proctor will receive the information needed to take the exam when the student has fulfilled all exam eligibility requirements.

8. The student takes the exam under the arrangements made with the proctor, using the information provided to access the exam.

9. At the conclusion of the exam, the proctor must sign the completed exam.

10. The exam is submitted online after the proctor has entered his/her signature. (For NY students only, completed exams will be mailed to The College by the proctor).

11. Students who are taking a course for continuing education (CE) credit must have their proctor sign the state affidavit form, if required by the state. This form must be faxed to the Continuing Education Department at 610-526-1402. Information on CE affidavits is available at http://www.theamericancollege.edu/ce-continuing-education.