

# StellaPride Academy

## INSTRUCTIONS FOR PROCTORS

Proctors must meet several requirements:

- Proctors may NOT be a friend, roommate, neighbor, classmate, co-worker, employee, social media acquaintance, pet, or have any appearance of a relationship with the student.
- Proctors cannot have a conflict of interest or have any vested interest in the student's grade or performance on his/her exam.
- The supporting documentation (i.e. a Valid ID Card) must be submitted before a proctor can be approved.
- Proctors must be **at least** 21 years old.
- Arrangement between students/ parents and the proctor will be reached on a time and place to take the exam.
- Proctors must have adequate and reliable access to the internet, including email services.
- Proctors must be available on the agreed exam day to unlock the exam for the student.
- Proctors should allow at most two hours to take an exam (as stipulated in the examination guidelines), plus some time to sign in and open the exam.
- StellaPride Academy has the right to contact the proctor directly to validate his/her identity and to assure that he/she meets all the requirements. If SPA rejects a proctor, the student/ parent will be notified accordingly, and it will be the student's sole responsibility to provide another proctor.
- The proctored exam must be taken within the stipulated period.
- It is the student's/ guardian's/ parent's sole responsibility to have all necessary means required for taking the proctored exam (e.g. a computer with internet access).
- The proctor should receive an email from SPA with the student's/ guardian's/ parent's personal details and a code to access the final exam if given. It is the student's sole responsibility to verify that their proctor received such an email.
- If the proctor did not receive such an email at least three (3) days prior to the commencement of the exam period, the student must contact the office of the Administrator ([talktostellaprideacademy@outlook.com](mailto:talktostellaprideacademy@outlook.com)) immediately and report that his/her proctor failed to receive the email.

Questions or concerns?

Please contact us at [talktostellaprideacademy@outlook.com](mailto:talktostellaprideacademy@outlook.com)