

**TESTING SERVICES**  
**Eastern Oregon University**  
**Loso Hall 234**  
**One University Blvd.**  
**La Grande, OR 97850**

**Proctor Information for the ACCUPLACER Exam**

• **A proctor must hold one of the following positions:**

- Public or private school superintendent, principal, counselor, or teacher (presently employed by a school district)
- Certified Librarian (city, county, etc.)
- Local EOU Regional Center Director or advisor
- Dean or Registrar of a college or university
- Professional staff member of the adult or continuing education office, counseling center, testing center, or a professor of a college or university.
- Civil Service examiner
- United State Armed Forces education officer

**Note:** Relatives or work supervisors may not serve as proctors. Exams are to be taken at proctor's office or in public domain, not in private dwelling.

- **Contact Travis Paulson, Coordinator for Testing Services, to see if there is a proctor established in your area.** If a proctor is currently on file with EOU Testing Services, you only need to obtain his/her verbal confirmation of proctoring for you. A Proctor Verification Form (PVF) is not necessary. However, you will need to include your proctor's name, location of employment, email address and phone number when you notify Testing Services and schedule your Accuplacer exam.
- **If you need to locate a new proctor, contact a person in your area who holds one of the positions listed above.** Request that he/she fill out and sign the Proctor Verification Form and send it to the above address or FAX it to 541-962-3820.

**Other Proctored Exam Hints**

- It is the student's responsibility – not the proctor's role – to schedule the Accuplacer exam with EOU Testing Services.
- Schedule exams with your proctor at his/her convenience, but please try to take Accuplacer at least a week before coming to EOU for Mountaineer Day, when you will be advised and registered for classes.
- Take photo identification to the exam.
- No cell phones, calculators or other electronic devices are allowed to be used during your Accuplacer exam.
- If taking an online exam, bring your Exam Schedule Notification (which you receive via email) with you to the exam.
- Students are responsible for any fee that may be charged for proctoring.