This is a copy of the email sent to every registered student each semester. It is also attached to responses to all student inquires about proctors.

Proctor Selection and Approval Process

At the beginning of each term you will need to nominate proctors. Throughout the term, you will also want to monitor your GT email and periodically view your home page on the Georgia Tech Distance Learning Proctor and Exam Administration Tool for updates regarding your exams.   This is also where you can make the change from "Primary" to "Alternate" proctor.

STUDENT LOG IN:

Each time you log in at www.dlpe.gatech.edu/dl you will land on the Student Home Page of the Proctor and Exam Administration Tool. **To log in use your GT credentials (what you use for your GT Email).** Managing your Profile:

The first time you log in and each time you nominate a proctor you will be asked to update your profile.   Please make sure your title and employer are correct.

Who can be my proctor?

Proctor Information

A proctor must be a manager, supervisor, human resource manager or rep, or an education officer. Testing centers in community colleges or universities are acceptable. Independent testing centers and public libraries that offer proctoring are acceptable.

A proctor cannot be a peer level co-worker, friend, friend of the family, family member, religious leader, acquaintance or administrative assistant. There are exceptions to these rules depending on your corporate affiliation.

A proctor must be able to administer the exam in an acceptable location and submit the exam by scanning and uploading to website or by email or they can fax exams if no other method is available. Due to short turn around no UPS, FedEx or USPS delivery is acceptable.

You need to nominate two proctors, one is a primary proctor and the second is an alternate who will proctor if your primary proctor is not available. If you are using a library, you only need to enter that one organization one time. Do not enter two proctors that use the same email address. Email addresses are the USER identifier.

All proctor changes must be approved 48 hours prior to the time the exam is scheduled to be administered.

No exam will be available to an unapproved proctor.