



Distance Education

Online Course Exam Proctor Policies and Procedures Including Forms to Be Completed by Student, Proctor, & Faculty Member

The Roles and Responsibilities of the Online Student Regarding Proctored Exams

1. Student is responsible for
 - a. locating a qualified proctor, having the proctor complete the *Proctor Agreement* section of the **Student & Proctor Agreement** and getting the completed agreement to the faculty member by the 3rd week of the fall, spring or summer semester or the 1st week of winter term.
 - b. making arrangements with the faculty member to send the exam to the proctor.
 - c. making sure the proctor sends/faxes exam back in a timely fashion.
2. Student is responsible for any fees charged by the proctor or proctor's institution and for reimbursement of any mailing costs incurred by proctor.
3. Student will not bring any books, bags, electronic devices or any other item to the exam except materials identified by the course faculty member as being allowed or needed for the exam.
4. Student will provide proper identification to the proctor before the exam can be administered. An example of appropriate identification includes both a College ID to verify CWID and a Photo ID (driver's license.)
5. Student will not talk with anyone during the exam.
6. If the student does not show up at the appointed time or is unduly late, the exam will be returned to faculty member identified as a no-show.

The Roles and Responsibilities of the Proctor

1. Proctor must be a
 - a. professional educator who is not a friend or relative of the student.
 - b. education official, librarian, counselor, teacher/administrator at a school (K-college) other than Union County College; librarian at a town library; hospital educator; member of the clergy; testing administrator; or an educational services officer for the military.
2. Proctor will mail or fax the completed **Student & Proctor Agreement** and attach a **letter on institutional letterhead** to the faculty member verifying identity and affiliation well in advance of the scheduled exam date, or alternately send an email using their institutional email account.
3. Proctor will agree to the following
 - a. not related to the student; not a friend or co-worker; and not another student.
 - b. do not teach in the same discipline as the course for which the student is being proctored.
 - c. will verify identity of student prior to taking the exam.
 - d. will personally observe the student throughout the entire process and will not provide assistance in interpreting or completing the exam.
 - e. will not allow the student to talk with anyone during the exam.
 - f. understand that once an exam starts, it must be completed. If the student stops before completing exam it must be taken up and faxed/mailed back to faculty member.
 - g. will not copy or reproduce the exam.
 - h. will provide an appropriate testing environment and if necessary, the computer equipment and software required.
 - i. will keep tests secure until the time of the exam.
 - j. agree to collect all exam materials and fax or mail answer sheet/exam to the faculty member identified in the instructions within 24 hours
 - k. will destroy by shredding any test materials that are not required to be mailed back.
 - l. will return the exam materials no later than 3 days after date of exam if the student has not taken the exam.
 - m. will include with the fax or mail package, a signed *Proctor Certification*.

The Roles and Responsibilities of the Faculty Member Regarding Proctored Exams

1. At-a-distance students taking an online course are not required to come to campus. Faculty members who teach online courses (30x, 31x, 7x3, etc.) and who require proctored exams, must accept a request from a student for a proctored exam near his/her home or school at a site mutually acceptable by both the student and faculty member.
2. The faculty member must send the exam with instructions to the proctor in a timely fashion
 - a. all exams may be sent at one time.
 - b. OR each time an exam proctor is needed, the student will provide a new completed proctor agreement.
 - c. the same proctor will be used for each exam given in a course.



Distance Education Student & Proctor Agreement

Student Agreement: (to be completed by student, please print)

Student Full Name _____ CWID # _____

Address _____
Street Town State Zip

Phone (____) _____ Email _____

Term (check one) Fall ____ Winter ____ Spring ____ Summer I ____ Summer II ____

Course title _____

Course number/section _____ Course faculty member _____

I agree to the list of responsibilities outlined on page 1 of these policies and procedures.

Student's signature _____ Date _____

Proctor Agreement: (to be completed by proctor)

I am (check one)

- _____ Educator at a school/college
- _____ Librarian at a town library
- _____ Educator at a hospital
- _____ Member of clergy
- _____ Testing administrator or educational services officer for military

As proctor I agree to the following statements:

1. I am not a current student at Union County College
2. Do not work or teach in same discipline as course exam
3. Not related to student
4. Not co-worker of student
5. I will keep exam sealed in an envelope until test time
6. I will verify student's CWID number on student ID card and photo driver's license prior to giving exam
7. I will personally observe student throughout entire exam unless otherwise noted in exam instructions.
8. I will not provide assistance in interpreting or completing the exam.
9. I will enforce the proctor guidelines as well as instructions given for each exam.

Proctor Certification

To be completed by Proctor and returned with exam to faculty member (please print)

Student's Name _____ CWID # _____

Yes	No	
		The student named above is personally known to me
		The student named above has presented identification to verify identity and student ID
		This exam has been administered in accordance with the regulations and conditions specified by the faculty member and the policies and procedures in the document.

Date/time exam was administered _____

Comments:

Proctor's signature _____ Date _____

Return this form with completed exam/answers within 24 hours to Faculty Member listed above.

Keep a copy for your records.