

# **“Open” Proctored Exam Guidelines**

## **What is a proctored exam or activity?**

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A proctored exam or activity is one that is overseen by an individual (called a proctor) who monitors or supervises a student while he or she is taking an exam or completing the activity. The proctor requires a valid ID and ensures the security and integrity of the process.

A proctor oversees the process to ensure the guidelines for an exam or activity are followed. For example, the test may be open book, closed book, may allow the use of the calculator, or may have additional stipulations listed by the instructor.

## **How are proctored exams or activities done?**

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Students are responsible to make arrangements for on campus, locate a proctoring center or individual to complete their proctored exam or activity. They will be required to show a valid ID (Student ID Card or Photo ID Card) and to know the instructor's name, the course name and which exam or activity they need to complete.

## **Who could be approved to serve as a Proctor?**

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In the event that a student cannot travel to an on-campus site or testing area, the student is responsible to arrange for a Proctor prior to the onset of the activity. Most proctors will proctor an exam at no charge, however if a fee is required it will be the responsibility of the student to assume the cost.

Acceptable proctors include, but are not limited to:

1. college or university personnel: administrators, faculty members, counselors, librarian or any official testing center employee if a testing center is available;
2. public or private school personnel: superintendent, principal, guidance counselor, librarian or teacher;
3. organization or institution education personnel (e.g., training coordinator, human resources personnel);
4. minister or member of the clergy;
5. US Embassy officials.

## **What are the student's responsibilities?**

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The student is responsible for traveling to the proctoring site, for bringing a valid ID (Student ID Card or Photo ID Card), and for knowing their instructor's name, the course name, and the assessment name. It is requested that the student allow at least 2 weeks for processing the request.

## **What part does faculty play in this process?**

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1. Faculty are responsible for providing the Testing Proctor with a Proctored Exam Request Form stating how and when the activity is to be completed, and with any additional material needed such as paper tests Blackboard test passwords if applicable.

2. In addition, faculty need to provide information on the Proctored Exam Request Form for the assessment material that states the circumstances under which the assessment is to take place (open book, closed book, use of calculator or notes, etc.)

### **What are the Proctor's responsibilities?**

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1. Proctors are required to keep all testing material if provided in a safe/secure place until the student requests them.
2. The proctor must provide a testing-conducive environment for students.
3. They must check the student's ID (Student ID Card or Photo ID Card) prior to beginning of the assessment.
4. They must monitor the taking of the assessment according to the instructor's instructions.
5. The proctor must report any problems or issues for taking the tests to the Instructor.

## **Directions for Person Serving as Proctor of Online Exam**

Thank you for agreeing to proctor an online examination for a Columbia College Student. The examination will be completed online under your supervision.

**Policies and procedures for proctoring online examinations are as follows:**

### **If you receive a Password for the Examination**

You may receive a password from the instructor of the student. Please keep the password in a safe and confidential place. You will need to enter the password in order for the student to access the examination.

**Please type the password yourself and do not give the password to the student.**

### **Examination Procedures**

At the time agreed upon for the examination, the student will log into Blackboard to access his/her course. Upon following a link to the examination, he/she will be prompted to enter a password to gain access to the examination. At that time, you should enter the password that was sent to you via email. **Please enter the password yourself and do not give the password to the student.** The password will allow access to the examination.

Please do not enter the password until the student is ready to take the exam, as this starts the clock on the exam. Timed exams will deny access to the student when the time expires. While testing is occurring, please guard against academic misconduct.

- ❖ Monitor the student during the examination.
- ❖ Unless specified on the examination, the student should not have access to the textbook or any other supplemental material or equipment.
- ❖ The student should have only one browser window open during the exam. In other words, the computer monitor should display the exam only, and no other parts of the course or other websites.

If you have any questions about this procedure, please contact \_\_\_\_\_ at \_\_\_\_\_@yosemite.edu or (209) 588-XXXX before the date of the examination.

# Proctored Testing Form for Online Course

Please complete the information listed below:

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

MAILING ADDRESS (include city, state and zip):

\_\_\_\_\_

COURSE # AND TITLE:

\_\_\_\_\_

EXAM (example: Midterm, Test 2, etc):

\_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Examinations must be taken under the supervision of a proctor. You may use a proctor from any regionally accredited 2- or 4-year college. Most institutions have testing services available or you may use a current staff or faculty member. In addition, a local librarian, Minister or Police Officer may agree to proctor your exam. If you have any questions, you should contact **Instructor's Name**.

PROCTOR NAME /TITLE:

\_\_\_\_\_

INSTITUTION:

\_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

PROCTOR E-MAIL (REQUIRED):

\_\_\_\_\_

I agree to serve as a proctor for the above mentioned student. I also agree to abide by the special instructions provided in this form.

PROCTOR SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

*Please return completed form to:* Columbia College, 11600 Columbia College Drive, Sonora, CA 95370

ATTN: **Instructor's Name**

11600 Columbia College Drive

Sonora, CA. 95370

209.588.

or

Fax Number: 209.588.