

Scheduling Off-Campus Proctored Exams for Online Courses Spring 2016

- Online students may choose to use an outside proctor for a proctored exam. Students are responsible for scheduling the test with the proctor approved by the class instructor and for paying for any testing fees incurred.
- Students are responsible for finding the proctor either at a nearby college/university testing center or at a public library. If the student is in the military or at a law enforcement agency, the proctor could be a commissioned officer or a police/sheriff officer of higher rank than the student, but the proctor cannot be a direct supervisor of the student. The proctor cannot have a direct relationship with the student, such as a relative, friend, or classmate.
- Students must submit the proctor's name, position title, business e-mail address and contact number at work using the Proctor Application Form to have the proctor approved by the instructor at least one week prior to the scheduled test date. A personal email address cannot be accepted.
- Students taking online courses outside the U.S. have to provide the proctor's institution/organization that can be verified by the instructor. Verifiable documentation may be scanned and sent to the instructor as an e-mail attachment for approval.
- The instructor will be responsible for approving or disapproving the use of the proctor. If the instructor approves the request, the instructor will communicate directly with the proctor to confirm that the proctor has agreed to proctor the exam for the student.
- The instructor will forward testing instructions to the proctor, including testing date, time, password and/or requirements such as specific hardware/software needed for administering the test. Students must take tests in the time frame allotted by class instructors and must show a valid photo ID to the proctor before the test can be administered.
- **NOTE:** International students taking online courses in the U.S. are required to take proctored exams on campus.