PROCEDURE:
5.1.2p5. Proctoring

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Adopted: April 10, 2011

I. PURPOSE
This procedure is intended to facilitate the scheduling and administration of proctored events.

II. RELATED AUTHORITY
State Board Policy 5.1.2. General Program and Program Specific Standards

III. APPLICABILITY
This procedure applies to all students enrolled in online credit courses through Ogeechee Technical College.

IV. DEFINITIONS
Proctor: A person who monitors students who are taking an exam or completing an assignment.

V. ATTACHMENTS
Proctor Nomination/Agreement Form
Student Verification Form

VI. PROCEDURE
Instructors who choose to require a proctored event, will outline the requirements on the course syllabus. The proctored event will count a minimum of 20% of the course grade, and will be reflected as such on the course syllabus. Proctored events must be completed by the last day of the term. The proctored event will be administered on the instructor's home campus and will be monitored by the instructor or another Ogeechee Technical College employee.

Instructors should proctor their own events with some exceptions. If an instructor cannot proctor his/her own event, the instructor should make arrangements in advance with his or her Dean to secure a proctor on campus.

Students living farther than 50 miles from campus who cannot come to Ogeechee Technical College for the event must secure an approved proctor. The site and the proctor must meet the College's requirements. The student is responsible for any fees if an off-campus proctor is utilized.

Any student who does not complete a required proctored event as scheduled must submit to the instructor a valid documented excuse within three business days of the scheduled event. If the excuse is approved, the student must arrange with the instructor to reschedule the missed event. Any penalty and makeup directions will be at the instructor's discretion.

Any student who does not complete the proctored event on the scheduled date and does not present a valid documented excuse within 3 business days will be issued an 0 for the proctored event.

Scheduling the Exam or Assignment
Instructors must notify the appropriate Dean for Academic Affairs of the requested date and time for the proctored event before the midpoint of the semester. The instructor will notify students of the time, date, and location of the proctored event by posting an announcement on the course home page in Blackboard a minimum of 4 weeks prior to the event. Students will be given ample notice in order to attend. Any student who lives more than 50 miles from Ogeechee Technical College may make arrangements with the instructor to complete the proctored event with an approved proctor. A student may request an off-campus proctor by submitting the Proctor Nomination/Agreement Form to the course instructor by the date established by the instructor. The instructor must approve the date and time of the off-campus event.

The course instructor will notify the student within three business days of the receipt of the Proctor Nomination Form of the approval or denial of the nominated proctor. If the requested proctor is denied, the instructor will notify the student of the denial. The student may submit a new Proctor Nomination/Agreement Form.

Selecting an Off-Campus Proctor
A proctor can be a faculty member, administrator, or another professional staff member of a school or college, an employee of a commercial testing center, an educational counselor, or a library staff member. A proctor cannot be a relative or a co-worker unless an exception is approved. The course instructor will reserve the right to contact a student's requested proctor, if necessary to approve or deny the nomination.
The instructor may contact the proctor with a list of questions that may include the following:
- What is your relationship to the student?
- Do you have a secure place to keep the exams/assignments?
- Do you have access to an appropriate testing environment?
- Will you be able to monitor the student during the exams/assignments?
- Will you have any problems returning the exams/assignments immediately upon completion?
- Do you have any questions or concerns?

Based on the information obtained, and following the criteria for approving a proctor, the instructor will approve or deny the Proctor Nomination/Agreement Form. If a student, who lives more than 50 miles from campus, does not secure an approved proctor by the

established date, the student will be required to complete the event on campus during the designated time. Upon approval of the proctor, the instructor will sign the Proctor Nomination/Agreement Form and forward it to the selected proctor to confirm the arrangement. The proctor will sign the Proctor Nomination/Agreement form and return it to the instructor to confirm the arrangement.

Proctor Responsibilities
Proctors will be requested to provide truthful information regarding their relationship with the student and accurate contact information via the Proctor Nomination/Agreement Form. Proctors will be responsible for verifying the identity of the student completing the proctored event, providing an appropriate testing environment, keeping exams/assignments secure prior to and after completion, and for destroying electronic or original copies of administered exams/assignments upon notification by the course instructor. While taking the exam/completing the assignment, students are not permitted to leave the proctored area until the exam/assignment has been completed. Both the student and proctor will be required to sign the verification form sent with the exams/assignments. The proctor will explain to the student the standardized procedure for the exam/assignment. The proctor will read to the student any instructions provided by the instructor. The proctor will inform the student that he/she may not answer questions about the content of the exam.

Administering Proctored Event
1. Instructors will send the Student Verification Form, all testing materials, and instructions to the proctor, including any necessary passwords and instructions on how to return the exam or notify the instructor of its completion. If the test is to be taken online, the instructor will ensure that the student is able to access the exam in Blackboard at the scheduled time.
2. The proctor will return the completed Student Verification Form, along with exams/assignments.
3. Returned exams/assignments will be graded and recorded by the instructor. The instructor will return a grade and feedback to the student.
4. Any problems or concerns about the proctoring process should be reported to the appropriate Dean for Academic Affairs.
5. The instructor will submit copies of all Proctor Nomination/Agreement Forms, and Student Verification forms with proctored event documentation at the end of the semester.
6. The course instructor will retain all original forms in accordance with the Records Retention Policy.

VII. <u>RECORD RETENTION</u>
All documents associated with test proctoring will be retained by the instructor and/or Academic Dean in accordance with the TCSG Records Retention Policy.