

## **Procedures for Proctoring**

A proctor is an individual who agrees to receive and administer a quiz, test, or examination required in a Bluefield State College course. The proctor must administer the test ethically and professionally in a suitable testing environment such as a classroom, conference room, computer lab, or business office. The proctor will then follow BSC procedures for returning the exam to the instructor in the most secure manner possible.

Academic Deans, the Campus Coordinator, and the Provost at Bluefield State College will identify personnel and facilities on the main campus and satellite sites that will be available for students to take proctored exams by appointment and approval of the instructor.

### **Student Responsibilities:**

The student must show a photo ID to the proctor.

The student should thoroughly read and follow all instructions prior to beginning the test.

Students may not use a personal computer or a computer they have accessed previously.

Students may not keep or make copies of the exam and may not leave the testing room until they are finished with the exam unless closely supervised.

If the student has purchased an e-book as the course textbook, it is the student's responsibility to bring all or part of the e-book in printed form if the exam is "open-book."

Additional rules such as the following will apply: no cell phones, no talking, no sharing of materials, no printing, no access to book bags or related materials, no material or items of any kind on the desk, other than approved testing material.

### **Faculty Responsibilities:**

It is the instructor's responsibility to send detailed instructions to the proctor including but not limited to:

1. The instructor must provide a list of students who will be taking the exam.
2. Instructions for receiving the test. The instructor must use the most secure procedure that is applicable and reasonable to deliver the exam to the proctor.
  - a. Most reliable – hand delivered by instructor
  - b. Least reliable – faxed to proctor.
  - c. Other options: Sent via email attachment to proctor, hand-delivered by another staff member, or sent via campus mail or regular mail.
3. Instructions for coordinating the exam schedule. If faculty need proctoring at the Beckley campus, they should arrange the proctoring schedule at the beginning of the semester.

5-13-2011

4. Instructions for administering the test, for example, passwords for online tests, allowances for the use of materials or books, required use of lockdown browser, etc. In the case of an online exam, the instructor will provide verbally or send, via BSC email, the appropriate password or other necessary information to the proctor's business email
5. Instructions for returning the testing materials and Photo ID copies to the instructor.

### **Proctor Responsibilities:**

Prior to the exam, the proctor must send the BSC instructor an email from the proctor's business email identifying the procedures and facilities available for the retrieval, execution, and return of the exam.

Proctors must provide an appropriate testing environment free of disruptions and distractions.

Proctors must check the student ID against the name(s) provided by the instructor.

Proctors must monitor the test closely to ensure the integrity of the exam.

Proctors are responsible for returning all exam materials as directed by the instructor immediately following completion of the exam.

### **Proctoring Requests:**

Bluefield State College will keep a list of pre-approved proctors and make that list available to faculty and students. This will be updated every academic year. Faculty can attach the list of pre-approved proctors to their syllabi if they feel the students will use proctors. Proctors not on Bluefield State College's pre-approved list of proctors must be approved by the instructor and the appropriate line Dean in a timely manner. Proctor designations should be secured by the student within three (3) weeks prior to an exam utilizing the following procedure:

- Students will identify a proctor, complete, and submit a Proctor Approval Form.
- Students must submit the Proctor Approval Form to the Instructor.
- The student must confirm that the proctor has a business email address and business telephone number, reliable access to the Internet, and access to a fax machine or scanner (for returning completed paper tests).
- Once the instructor approves the Proctor Approval Form, she will send it to the appropriate line Dean.
  - If the instructor denies the Proctor request, the student must identify a different proctor.
- Once the line Dean approves the Proctor Approval Form, she will send an email notice to the student using BSC email indicating that the request has been approved.
  - If the Dean denies the Proctor request she will send an email notice of the denial to the instructor and student via BSC email. It is the responsibility of the student to identify a new proctor.

5-13-2011

Proctoring from a non-BSC site. If a student is out of the state, or out of the country, it is his/her responsibility to locate a proctor and facility acceptable to the instructor. Any proctor nominated by a student must be a full-time employee, or act in an official capacity, in one of the following:

- College or University Personnel. An administrator, instructor, librarian, or any official testing center personnel.
- Public or Private School Personnel: School or district administrator, guidance counselor, librarian, or full-time certified teacher.
- Other: Civil Service Examiner, Librarian for a city or county library or Education and Training coordinator, testing personnel and center approved by ETS. Armed Forces Education Office Personnel

Proctors may NOT be selected from the following:

- Co-workers
- Friends
- Neighbors
- Relatives
- Other Students

### **Violations:**

If a violation occurs, the proctor will immediately contact the student and have the student cease taking the exam. The proctor will keep the exam and submit the original copy with an incident report to the instructor and the appropriate line Dean within 24 hours of the exam documenting the exact nature of the infraction.

The instructor will then investigate and deal with the matter according to the academic honesty code.

### Addendum

Proctors available

Bluefield State College

Main Campus:

Basic Science Writing Lab (Room 108) 304-327-4593

ITC Lab – ext. 4545

Library – ext. 4052 or 4564

Beckley Campus (Byrd Center/Higher Education Building)

304-255-5812 x 0

5-13-2011

Lewisburg Campus  
304-647-6591

Alternate sites that provide proctoring services:

UMUC has identified, by state, an extensive list of alternate site proctors –  
[www.umuc.edu/prog/ugp/ets/alsite.shtml](http://www.umuc.edu/prog/ugp/ets/alsite.shtml)

The Consortium of College Testing Centers is an organization that has testing centers in 44 states and Canada. <http://www.ncta-testing.org/cctc/>

(NOTE WV is not one of the states; the closest proctoring site appears to be the Roanoke Higher Education Center.)

5-13-2011

### Proctoring Request Form

Student : \_\_\_\_\_

Student ID: \_\_\_\_\_

Student BSC email: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

Course Title and Number (CRN): \_\_\_\_\_

Instructor: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

\*Proctor Name: \_\_\_\_\_

\*Proctor Email: \_\_\_\_\_

\*Proctor Address: \_\_\_\_\_

\*Proctor Phone: \_\_\_\_\_

\*Proctor Qualifications:

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Proctor Approved by Instructor:  YES  NO Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Proctor Approved by Dean:  YES  NO Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_

5-13-2011

## Incident Report

Student : \_\_\_\_\_

Student ID: \_\_\_\_\_

Student BSC email: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

Course Title and Number (CRN): \_\_\_\_\_

Instructor: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

\*Proctor Name: \_\_\_\_\_

\*Proctor Email: \_\_\_\_\_

\*Proctor Phone: \_\_\_\_\_

\*Description of incident (attach copy of exam in question and additional sheets if necessary):

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Proctor Notified Instructor: Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_