

# Niagara County Community College

## Proctoring Procedures for Online Courses

### **What is a supervised exam? What is a proctor?**

Some online courses require exams be administered in a supervised environment. Students are not required to come on campus; instructors requiring supervised exams will offer students both on-campus and off-campus options. If a student prefers the off-campus option, then the student will need to obtain a proctor. A proctor is a person that administers and supervises an exam for an NCCC online student and agrees to fulfill the required proctor responsibilities. The student is responsible for any fees or expenses of the proctor.

### **Who can be a proctor?**

Acceptable proctors include military/industry education or testing centers, school/college counselors, administrators, and teachers or local librarians. Those not acceptable to proctor include relatives, friends, course tutors, current NCCC students, direct supervisors, co-workers, or anyone with whom the student has a personal relationship. Any individual who cannot provide a suitable testing environment will also be denied as a proctor. Proctors must be approved by the instructor. To be approved to administer exams, a proctor must be affiliated with a suitable organization, such as a college, school, library or educational testing facility. Contact information provided for the proctor must be affiliated with this organization (e.g., phone number and e-mail address). NCCC reserves the right to deny any proctor as necessary. If you have questions about an individual's suitability, please contact the instructor for clarification.

### **How does a student obtain approval for a proposed proctor?**

Students must contact the instructor within the first three weeks of class to express intent to obtain a proctor, and should include information regarding the proposed proctor. After the instructor finds a proposed proctor to be suitable, the instructor will send the proposed proctor an email that will include the following Proctor Agreement Statement.

### **Proctor Agreement Statement.**

As proctor, I agree to the following:

- 1) I will send an email (using my institutional email account) to the instructor to certify that I meet the criteria listed under "Who can be a proctor?" and I will follow all proctoring policies and procedures to the best of my ability.
- 2) I will keep the exam secure. I will keep all student information confidential.
- 3) I will check the student's photo ID and I will ensure that the student does not bring any bags or use any notes, books, phones, electronic devices or any other unapproved materials. I understand that the student may use only those materials, devices, websites, or other resources that are explicitly indicated by the instructor.
- 4) The student may not talk, or otherwise communicate, with anyone during the exam.
- 5) Once the exam is started it must be completed in a single session within the time limit specified by the instructor. I will personally observe the student throughout the entire exam and I will not provide assistance in interpreting or completing the exam.
- 6) I will notify the instructor of any occurrences that may violate exam policies or academic integrity.
- 7) Upon conclusion of the exam, I will scan and email a copy of written materials to the instructor within 24 hours. Additionally, after the instructor confirms receipt of the emailed scans, I will place originals in an envelope and mail them to the instructor. I will destroy, by shredding, any test materials that the instructor does not require to be returned.

**Proctors, thank you for your willingness to assist in this important way!**

**Students, please let your instructor know if any extenuating circumstances exist.**