

# Lamar State College – Orange

## Proctor Procedures

Students who live far from the College or for some reason are not able to take exams in the campus, must identify a proctor and make appropriate arrangements with their instructors. It is the responsibility of the student to identify an appropriate proctor and confirm arrangements regarding the scheduling and administration of the exam directly with the proctor. **It is the student's responsibility to find an appropriate testing facility to proctor exams and obtain instructor's approval. Sometimes a Testing Center will charge a fee for test taking, which is the student's expense.**

The main concern for a proctor is to preserve the academic integrity of the examination. No relative, immediate work supervisor or co-worker may be a proctor. The following is a list of acceptable proctors:

- Elementary or secondary school superintendents, principals, teachers or guidance counselors
- Professional employees of accredited post secondary colleges or universities
- Professionals working for the public libraries
- Commissioned officers of the active duty military, National Guard or Reserve Components
- Military Education, College Continuing Education or Distance Learning Staff

### Guidelines for Students

1. Identify the exam proctor and confirm his/her willingness to proctor.
2. Complete the student section of the Proctored Exam Request Form provided below.
3. Request your instructor to complete Part 2 of the Form.
4. Request your proctor to complete Part 3 of the Form.
5. Obtain approval from instructor.
6. Pay all applicable proctoring fees, including any mailing fees for the return of the exam.
7. Make copies of the Form, give the original to your instructor and give a copy to the proctor and keep one copy for yourself.
8. Request instructor to contact the proctor and confirm arrangements and time of proctored exam.
9. On the day of the exam, arrive in time at the testing location, to take the exam under the supervision of the proctor. You will need to show a photo ID to the proctor.
10. If an exam requires a "**Scantron Answer Form**" for answering questions, students should acquire it beforehand and bring it to the exam site or have the instructor mail it to the proctor.
11. Call the proctor in advance of an absence, if you want to cancel the exam.
12. Exams which are not taken as scheduled will be returned to the instructor who will determine if rescheduling is appropriate. To reschedule the exam, a new Proctored Exam Request Form must be completed with sufficient notice (5 business days).

### Proctor Responsibilities

1. Complete, sign and date the Part 3 of the Proctored Exam Form.

2. Provide a quiet, non-residential, testing environment
3. Monitor students while testing
4. Ensure that the student does not use a cell phone, telephone, calculator, camera, or any electronic devices as reference material during the exam.
5. Ensure that the student does not access notes, books, or articles during the exam unless the test specifies otherwise.
6. Ensure that the student does not perform prohibited activities during the exam including: tabbed browsing, internet searches, copying exam questions to a local computer, instant messaging, and no use of other electronic reference materials.
7. Ensure that the student does not take more than the allotted time to complete the examination.
8. Report any attempt by the student to circumvent these guidelines to the instructor immediately.
9. Have access to e-mail and Internet. Important messages and/or files will be sent via email or mail
10. Store the exam in a secure location where it cannot be accessed by other students.
11. Ensure no copies of the exam are made.
12. Secure the exam until mailing.
13. Ship the completed test to the designated address within 24 hours of test completion.
14. If a fee is charged for exam supervision, request payment from the student at the time of testing. LSCO will not pay proctor fees.

### **Faculty Responsibilities**

1. Set the dates for tests.
2. Test dates listed on the class syllabus received by students at the beginning of the semester.
3. Complete, sign and date the Part 2 of the Proctored Exam Form.
4. Instructor mails/emails a list of all exam dates for the semester and copy of syllabus to the proctor, if required.
5. Instructor mails/emails test papers, Scantrons and any other required materials to the proctor approximately 5 business days before the beginning of exam, with instructions for administering the exam.
6. The instructor verifies by phone and/or email that the exams have been received by the proctors.
7. Provide proctor with mailing address, if required for shipping the exam papers.



**Lamar State College – Orange**

**Proctored Examination Form**

**Dear student, please complete Part 1 of the form. Have your instructor fill out Part 2 and your proctor Part 3. After the form is completed, make 2 copies and keep one copy with you, give one to your proctor and the original to your instructor.**

**Part 1: (To be completed by student)**

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

Degree Program: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Proctor and Testing Center name: \_\_\_\_\_

Exam(s) to be proctored for Course: \_\_\_\_\_

Name of the instructor: \_\_\_\_\_

Exam time window(s): \_\_\_\_\_

Scheduled date(s) to take the exam: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 2: (To be completed by the instructor)**

**Dear instructor, please complete Part 2 of the form. Provide any information that you would like the proctor to have.**

Name of the instructor: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax number: \_\_\_\_\_

Additional Instructions/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 3: (To be completed by proctor/testing center)**

**Dear proctor,** thank you for your willingness to serve as an exam proctor for Lamar State College-Orange. The support of individuals like you is essential to the successful operation of our educational programs. To confirm your willingness to proctor this student's exam(s) of the above course and to provide us the appropriate contact information, please complete the following required fields:

Proctor's name and title: \_\_\_\_\_

Testing center name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Fax number: \_\_\_\_\_

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

Date: \_\_\_\_\_