Proctor Approval Form

Student guidelines for securing a proctor for off-campus exams

NOTE: It is the student’s responsibility to secure proctors when needed. In order to meet all deadlines, this should be done early in the term.

At the beginning of the term:

1. You should start the process of securing a proctored environment for your exams (if required) by making contact with an appropriate resource within the first week following the end of drop and add. An acceptable proctor is someone with no conflict of interest in upholding Chipola’s Academic Code of Conduct. Relatives, friends, spouses, neighbors, and co-workers are not acceptable proctors. Suggestions for acceptable proctors would include the following.
   - A private testing center, or a testing center located at a college, university, or high school
   - An instructor, administrator, advisor or librarian at a college, university, or high school
   - Librarian at a public library
   - Learning Center, ESO or an officer of higher rank than the student, if in the military
   - An online proctoring service such as ProctorU (instructions for accessing ProctorU can be accessed via the Canvas Student Tutorial link on the Chipola College home page, www.chipola.edu or directly from the Chipola College eLearning page, http://chipola.edu/DistanceLearning/index.htm

Many of these facilities have experience in proctoring exams.

2. If you are using a testing center or an individual proctor, complete the student portion of the Proctor Approval Form (see below). Give the form to the testing center supervisor or individual proctor, and ask that the remainder of the form be completed and submitted to the Chipola using the contact information on the form. If you elect to use an online testing center such as ProctorU, you should follow their guidelines for establishing an account and contact your instructor with the necessary information. A sample of the procedures for ProctorU can be found on the following pages.

3. Once the proctor, testing center, or online service has received approval, provide your exam schedule to your proctor.

4. Comply with any payment schedule that may be required by your approved proctor or testing center. Note that any costs associated with any testing service are the responsibility of the student.

During the term:

5. Schedule your exam dates and times with the proctor well in advance of the testing window provided by your instructor.

6. Take your exams within the timeframe and following all procedures outlined in your instructor’s first day handout.

Note: Failure on the part of the student to assume these responsibilities will be a matter to resolve with the instructor and could result in a failing grade on the exam(s) in question.
Your name has been submitted to Chipola College by the student listed below as a potential proctor for exams. We appreciate your support in meeting the needs of our online learners. If you agree to serve as the proctor for the student’s exams, please complete the remainder of the information and FAX or mail the completed form to the location below. You will receive confirmation of proctor status within a few days, and correspondence from the instructor will follow shortly.

Vikki Milton  
Chipola College  
FAX#: 850-718-2389  
Phone: 850-718-2371  
miltonv@chipola.edu  
3094 Indian Circle  
Marianna, FL 32446

### To be completed by the student:

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Phone: (   ) ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Course Number:</td>
<td>Instructor: --------------------------------</td>
</tr>
</tbody>
</table>

### To be completed by the proctor:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone: (   ) ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address:</td>
<td>FAX: (   ) ____________________________</td>
</tr>
<tr>
<td>Email:</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>(include Bldg. &amp; Room number where exam will be proctored)</td>
<td>Position: --------------------------------</td>
</tr>
</tbody>
</table>

My signature below indicates my agreement to abide by the following testing conditions:

- Maintain the security of the test by keeping it in a protected environment. Ensure the security of test questions. Test questions shall not be revealed, copied, or otherwise reproduced. All materials used by the student during testing shall be collected.
- Administer the test in a secure, proctored setting (i.e. Testing Center or faculty area) that provides good testing conditions for the examinee. Testing environment will be comfortable, free from distractions, and visually monitored. **Exams may NOT be administered in private residences or businesses and MUST be completed during normal business hours of the testing facility.**
- Verify the identification of the examinee (Photo ID with signature)
- Provide no assistance to the examinee in answering the test questions.
- Any fee incurred in using the proctor will be the responsibility of the student.

| Proctor Signature | Date | Approved: Director for eLearning | Date |
ProctorU
Student Instructions

ProctorU is a two-way video, audio, and screen capture service by which a remote proctor can watch and hear you, and watch your computer screen, while you take an online test. Go to http://www.proctoru.com/howitworks.php to watch the video to see how it works.

The cost is $25 per exam, payable directly to ProctorU by credit card at the time the test is scheduled. Any reservation made less than three days prior to an exam will be charged a $5 late fee.

It is very important that you meet the technical requirements for this service. Please go here to view these.

Procedure

1. Get approval from your instructor to use this service. Be sure to discuss with your teacher the “rules” for testing. There will be no breaks allowed during the testing session. Your teacher’s specific testing instructions will also be sent to Proctor U before your test date.


3. Sign up for Proctor U account: https://go.proctoru.com/RequestNewLogin.Asp

   ***This needs to be done at least 2 weeks before the exam date.***

4. At least one week before the test date: Sign into Proctor U and go to the schedule: https://go.proctoru.com/login.asp?cookiecheck=cookies

   Follow the directions in the video to see how to use the schedule. Be sure to pick a time on the dates your teacher has specified for the test to be open in Canvas. You will also pay for the session when you schedule the test.

5. Plan ahead for your test session:
   - Make sure you have a quiet, private location in which to take the test. A public computer lab will not work for this, as the audio conversation you will have with the proctor will disturb others.
   - The area and room around your computer will be scanned using a video camera prior to the beginning of the test, so all non-authorized materials should be put away and the area should be clutter-free.
   - No breaks are allowed during the testing time. Use the restroom before the test begins.
   - No cell phones or other devices are allowed in the testing area.
   - No other people are allowed in the testing area while the test is being taken.
   - Any unauthorized notes or other attempts to cheat will abort the test session and you will forfeit your testing fee, and this will be reported to your instructor.

6. On the day of the test, return to the schedule link above and log in a few minutes before your appointment time. In the upper right hand corner of the schedule screen you will see a link to your test session. Click on it to begin. The proctor will then walk you through the process of connecting to the proctoring system, and you will log into Canvas. Your proctor will supply the test password.