

Students registered in a Hudson Valley Community College online course in which the professor or department requires that tests be proctored.

***Courses that require proctoring are designated with a special section number.**

Generally, students who live in the region will drive to the campus to take the midterm or final. However, students who do not live in the area and cannot come to campus will need to have their exam proctored in another location close to where they reside. This requires certain protocols and expectations.

1. **Faculty communication to student:** The instructor should clearly state in the online syllabus that their online course has a proctored requirement and that students who live at a distance and cannot come to campus for the midterm or final will have to be proctored at a site near them. It is highly recommended that this information is also posted as an announcement that students see immediately upon logging into the course.
2. **Early identification of student:** The instructor should canvas the course the first weeks of class to find out which students will need proctoring at a remote site.
3. **Finding qualified proctoring site:** If the faculty member wants assistance, he/she should contact the Director of Distance and Online Learning with the student's name, location and if the student knows of any community colleges or universities in the area. Qualified testing sites include other educational institutions, official testing centers, and public libraries. Other sites can be accepted if needed such as the military or workplace.
4. **Verification of proctor:** The Director of Distance and Online Learning automatically verifies proctor qualifications as part of the set up process which includes getting contact information from a valid edu, gov or official testing center e-mail address.
5. **Faculty member communicates with proctor:** Once the proctoring site and proctor have been verified, it is the faculty's responsibility to contact the proctor to communicate expectations about the exam such as time frame of the exam, how the exam will be administered (paper and pencil or by computer), what materials are allowed, how the exam is to be returned, etc. It is highly recommended to do all communications electronically. This would include e-mailing the exam or putting it in Blackboard. It also is standard procedure that upon completion of the exam, the proctor will scan the exam and e-mail the file to the instructor.
6. **Student makes an appointment with proctor:** Once the proctoring site and proctor have been verified, it is the student's responsibility to contact the proctor to set up a date and time to take the exam. The student is responsible for all testing and mailing fees. There can be a wide range in fees but generally students do not pay more than \$20 and the cost is usually minimal.
7. **Proctor Protocols: (subject to change or added as per instructor)**
 - Check student ID
 - The questions are to remain under seal until the time appointed for the quiz or test
 - The quiz or test should be conducted in accordance with the principles generally understood to be necessary for the convenience and comfort of the students taking an examination during an uninterrupted time period.
 - The student must not have access to any books, notes, reference materials, or instruments other than ordinary writing materials unless otherwise specified.
 - Adhere to time restrictions. The time will be specified with each exam.
 - The student may or may not be left alone while he/she is taking the quiz or test.
 - Immediately upon completion of the test or quiz, proctor will collect the test or quiz from the student and scan and e-mail to professor or place it in the postage-paid envelope provided by the student.