******

***Off-Campus Proctor Approval Form with***

***Directions for Proctors Administering Online Exams***

To the student:

1. Complete the **Student Information** and **Instructor Information** sections
2. Forward to your selected proctor and have him/her complete the **Proctor Information** section and sign the agreement.
3. Send (or have the proctor send) the completed form to your instructor at least one week before your scheduled test.

**Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  | Phone #: |  |
| Student ID #: |  | E-Mail: |  |
| Course Name & Number: |  |

**Instructor Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor Name: |  | Phone #.: |  |
| E-Mail: |  | Fax #: |  |
| Office Location: |  |

**Proctor Information (Fax or e-mail this completed form to the instructor)**

|  |  |  |  |
| --- | --- | --- | --- |
| Proctor Name: |  | Phone #: |  |
| E-Mail: |  | Fax #: |  |
| Institution or Organization: |  |
| Mailing Address: |  |
| Location of Test:Fee (if applicable) |  |

I certify that I have read the **Directions for Proctors** document (attached) and that I meet the qualifications for an off-campus proctor. I understand and agree to follow the instructions for administering an online exam.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proctor Signature: |  |  | Date: |  |

******

 ***Directions for Proctors***

***Proctor Qualifications:***

1. May not be a friend, co-worker, or relative (by blood or marriage) of the student
2. Must have a unique, personally assigned business e-mail
3. Must be able to provide computer (if the student does not have a laptop) and reliable internet access to the student
4. Must be available to monitor the student for the duration of the exam
5. Must agree to follow directions for administering exams

***Proctor Instructions for Administering Online Exams:***

1. Validation codes and/or passwords will be sent to you prior to the test via e-mail. **Do not, under any circumstances, give the password to the student.** In addition, instructors will send you any other information you need, such as whether calculators, notes, etc. are allowed.
2. Verify the student’s identity with a BridgeValley student photo ID. Under no circumstances may a student take an exam without proper identification.
3. Take the student to the testing computer and have them log in to their BridgeValley Online account, or the location where the test is found. This may be on a McGraw-Hill, Pearson, or other educational third party testing site.
4. Enter the password or validation code that was sent to you. Do this out of view of the student.
5. Students may not use any textbook, notes, calculators, cell phones, or other electronic devices while taking the exam **unless** **noted by the instructor**. Students may use a pencil/pen and scratch paper.
6. The computer will monitor the amount of time that the student has for taking the exam.
7. Students granted disability-related accommodations will be noted and you are not obligated to provide accommodations that were not pre-authorized.
8. If a student needs to leave the room during the exam to use the restroom, do not allow them to take any testing items, cell phones, or unnecessary personal items with them. No additional time will be granted if the test is timed.
9. When the student has completed the exam, please sign and return the EXAM INSTRUCTIONS information sheet sent to you by the instructor.
10. Under no circumstance should tests be printed by either the proctor or the student.

*In our efforts to ensure exam integrity, we wish to* ***thank you*** *for taking the time to serve as a proctor for our BridgeValley Community and Technical College online students.*