

ACD013. Proctored Testing

Procedure Category: Academic / Research

Subject: Proctored Testing

Procedure Owner: Associate Vice President of Mulvane and Online Operations

Related Procedures:

I. Scope

This procedure applies to all educational course formats in which a student may need to test at a different time or in a different location scheduled, with instructor or Academic Office approval.

II. Procedure Purpose

Insure equal testing access for all students.

III. Definitions

Proctor - a person appointed to keep watch over students at examinations.

IV. Procedure

- A. Students participating in an online course are allowed to complete proctored exams at any college-approved proctoring site. (see Remote Location Test Proctoring in Faculty Access)
- B. Course instructors will facilitate the approval, retrieval and grading of the proctored exam.
 1. Provide student with copy of Remote Location Test Proctoring Form.
 2. Contact test proctor to arrange for testing instruction, delivery and completed test retrieval / return.
- C. Students will be required to provide proper identification when they attend the proctoring session. This ID will be in the form of a photo ID which could be a driver's license, State-issued photo ID, military ID, or passport or Cowley College student ID.
- D. Approved sites other than those at a Cowley College location may include schools, libraries, colleges and organizations actively engaged in learning and proctoring capability. (See Remote Location Test Proctoring Form for ineligible proctors)
 1. Students have the responsibility of procuring an acceptable "off-site" proctor and communicating this information to the course instructors via the Remote Location Test Proctoring Form.
 2. Students may be assessed an additional fee by other institutions / organizations for this service.

V. Effective Date(s)

This procedure first became effective 4/21/15. This procedure was reviewed 4/21/15

VI. Signature and Title

This procedure is implemented by: Sophia Hines

Title: Associate Vice President