

Guidelines for Off Campus Proctoring of Online Exams

Examinations in online courses are completed on-site at Research College of Nursing during a designated time period. Students living a distance greater than 75 miles from the College campus may request to take an online exam at an off campus proctored site.

Student Responsibilities:

1. The student must locate an appropriate proctor and have the ***Request for Off-Site Proctored Examinations*** completed and returned to the course coordinator or designee for approval (**no later than one week before the first day of class**).
2. Student must validate that the computer that will be used for testing has broadband internet access and Internet explorer 5.5sp2 or greater, or Netscape7.x or greater.
3. Any fees charged for the testing service are the responsibility of the student requesting the off campus proctored site.

Research College of Nursing Faculty Responsibilities:

1. Course coordinator or designee will approve the use of proctors for online examinations, based on Proctor Qualifications described below.
2. Course coordinator or designee will contact approved proctors to answer questions and insure understanding of the testing process.
3. Course faculty will contact the proctor weekly with the password for the exam and will follow-up with proctor if student has not completed the exam.

Proctor Qualifications and Responsibilities:

1. An individual must be employed at a testing institution or a college or university as a teacher, counselor, or administrator.
2. Sign the ***Request for Off-Site Proctored Examinations*** indicating agreement to proctor. (It is the student's responsibility to return the completed form).
3. Verify student identity (student must present photo identification to the off-campus proctor).
4. Must be able to provide supervised computer access for testing. Proctors should be able to observe the student and the computer screen at all times to insure that only the testing window is open and that email or internet references are not being used.
5. Provide password for each exam to student at the time of testing.
6. Verify student completion of exam and adherence to these guidelines (via email) after each exam.

Instructions for Testing Session:

1. Student will access the online course and exam via Internet and WebCT. The computer must have broadband internet access and Internet explorer 5.5sp2 or greater, or Netscape7.x or greater.
2. Examinations must be completed as scheduled with the course coordinator and proctor, on the same day as on-ground testing.
3. Student must complete the examination without the assistance of books, notes, or any form of electronic communication. This means that proctors should have the student place all personal items away from the testing area.
4. Students must complete the examination in one sitting. If the student leaves the testing area during the exam, the proctor should not allow the student to return to complete the exam.



Research College of Nursing

Request for Off-Site Proctored Examination

I am requesting approval to complete online examinations in _____
(number/title of course)

during _____ at an off-site location.
(semester/year)

Student Name: _____ Student ID: _____

Email address: _____ Home Phone: _____

Home Address:
Street _____
City/State/ZIP _____

I am not able to take the online examinations at Research College campus because: (explain briefly)

I have located the following individual who has agreed to proctor me while I am completing the online examinations

Name: _____ Title/Position: _____

Name of Testing or Educational Institution: _____

Street _____

City/State/ZIP _____

Telephone Number for Proctor: _____

Proctor's Employment email: _____

Proctor's FAX number: _____

I am willing to proctor this student's examination and will adhere to the guidelines stated above.

Signature of Proctor

Date

After completing the form, scan and email to julie.nauser@researchcollege.edu. If you do not have access to a scanner, fax to RCON Office of Academic Affairs at 816-995-2809.