PROCTORING POLICY

Policy Statement

Each online faculty member is responsible for administering the exam(s) in a face-to-face setting. This gives students in the area a chance to take the exam in a classroom setting. Faculty members are responsible for arranging the time, day and location for the exam(s) and informing the students of this information. If a student has a work or class conflict or lives outside of the area and cannot take the exam during the face-to-face time, he or she will need to locate a proctor. The following policy provides guidance for proctoring.

Reason for Policy/Purpose

This policy is required for the effective communication of procedures regarding proctoring exams.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-acaf-lec-003

Definitions

proctor: a person appointed to keep watch over students during examinations.

Policy/Procedures
EXAMINATION BY PROCTOR

For questions concerning The University of Southern Mississippi online class proctored exams, please contact the proctor and training specialist in the Learning Enhancement Center on the Hattiesburg campus. Even though there is a proctored specialist located on the Gulf Coast campus, all exam(s) or password and instructions are sent to the proctor and training specialist in Hattiesburg at proctor@usm.edu.

Hattiesburg Campus

Linda Bass, Proctor & Training Specialist
proctor@usm.edu
International Center, room 301
118 College Drive, Box 9649
Hattiesburg, MS 39406-9649
Phone: 601.266.5518
FAX: 601.266.4560

Gulf Park Campus

Proctoring Specialist
proctorgulfcoast@usm.edu
University of Southern Mississippi
Gulf Coast Library, room 210
730 East Beach Blvd.
Long Beach, MS 39560
Phone: 228-214-3459

FACULTY RESPONSIBILITIES

1. **Proctoring Information to Students** – faculty members must provide necessary proctoring information to students including exam dates and on-campus testing information. Faculty should also provide the link to the “Student Responsibilities” section on this page (http://www.usm.edu/lec/proctoring – see “Student Responsibilities”) where information regarding deadlines for submitting an application is located. The information is also provided in the University wide Blackboard template in 9.1. At the faculty member’s discretion, he/she may periodically remind students about their proctoring requirements.

2. **First Date for Proctored Exams** – No proctored exams are to be scheduled or required before the third (3rd) week of the class during fall and spring semesters and before the second (2nd) week for summer semester. This time period is needed for students to submit their applications for examination by proctor, and for the proctor and training specialist to identify and approve proctors, send all appropriate exam information, and schedule examination dates.
3. **Deadline for Exam Documents and Dates to Proctor & Training Specialist** – Beginning spring 2013 semester, the Learning Enhancement Center (LEC) proctoring services will no longer accept paper-based exams. LEC offers assistance in the process of creating exams and setting up proctor passwords in Blackboard. If you need assistance, please contact Mary Bruder at 601.266.4552. All instructors must submit a password/instruction document(s) for each online exam(s) no later that the tenth (10th) working day of the semester. The password/instruction document should include the date(s) the exam is to be given, time allotted to take the exam, navigation to the exam and any instructions as to what students may have with them during the exam. If you would like a sample document, one can be provided to you by the proctor and training specialist.

4. **On-campus Students** – *Instructors should designate a date, time, and classroom location for their exam to be offered on-campus, and advise their students of this information.* Students at a distance may opt to take the exam at that date and location, instead of through a proctor. LEC will provide proctoring services for on-campus or local students in the case of an emergency or if a class or work schedule conflicts with the time the exam is scheduled. These students will be charged a $10 processing fee and are subject to the late fee if applicable. This same service is offered for our Southern Miss Gulf Coast students at the Gulf Park Campus in Long Beach, MS.

5. **At a Distance Students** – Students who are at a distance are responsible for locating an appropriate proctor. All distance students will submit their application to the proctor & training specialist in LEC for approval and processing.

6. **Students Who Require Disability Accommodations** – *It is the responsibility of the faculty member to provide modified instructions for students with disability accommodations. These accommodations must be met when students are taking an exam for an online class whether it is paper-based or via Blackboard 9.1.*

**STUDENT RESPONSIBILITIES**

1. **Primary Responsibility** – it is the primary responsibility of the individual taking the course to obtain a proctor, as required, and to accurately communicate this information to the Proctor & Training Specialist in the Learning Enhancement Center in a timely manner, using the appropriate application which is located at the end of this document.

2. **Locating a Testing Site** – Though we have a long listing of testing centers in Mississippi, it is impossible to have such listings for sites all over the world. Securing a testing site will depend upon one’s location.

   1. The standard approach to obtaining a testing site is to locate the nearest community college, college or university. Make a contact with a testing office on the campus and request that they proctor the exam. Other possibilities when colleges or universities may not be available, is to contact the local superintendent of education’s office, a public library or an educational testing/tutoring facility.
2. Students on military installations may contact the education or testing officer. If on a ship at sea, the ship’s captain or known education officer would be the point of contact.

3. Persons in a foreign country and unassociated with the military may contact the U.S. Embassy to seek proctor assistance or locate a local university or college.

4. Instructors should designate a date, time, and classroom location for their exam to be offered on-campus, and advise their students of this information. It is the responsibility of the student to follow up with the instructor if this information is not published within Blackboard. Students at a distance may opt to take the exam at that date and location, instead of through a proctor. The Proctor & Training Specialist will provide proctoring services for on-campus or local students in the case of an emergency or if a class or work schedule conflicts with the time the exam is scheduled. These students will be charged a $10 proctoring fee and are subject to the late fee if applicable.

3. Application for Examination by Proctor – Students must first read the Examination by Proctor, Student Responsibility section before they may access the “Application for Examination by Proctor.”

1. Download and print out a copy of the “Application for Examination by Proctor” after having read the student responsibility section.

2. Students should complete the personal information required on the form.

3. Ask the testing supervisor (at the testing site the student has located) to complete the proctor information on the form or students may complete this portion themselves. Please note that exam information will not be sent to a person’s email address.

4. Fax the form to the Proctor & Training Specialist as indicated on the bottom of the application or scan the application and attached to an email.

5. Students may schedule up to three (3) exams per course on an “Application for Examination by Proctor.”

4. Deadline for “Application for Examination by Proctor” to Proctor & Training Specialist – The Proctor & Training Specialist should receive a student’s completed “Application for Examination by Proctor” as early as possible. However, it MUST reach the Proctor & Training Specialist seven (7) working days (fall and spring semesters) and five (5) working days (summer semester) prior to the scheduled examination date. This will assure there is ample time to process the application and to forward exam and materials to the approved proctor. We will not be able to accommodate proctor requests within 48 working hours or less of the scheduled exam date and time.

5. Fees Associated with a Proctored Exam – all students, regardless of location, will be charged the $10 proctoring fee. This fee is charged to the student account at the beginning of
the next semester. If students prefer to pay in-person, they may do so with a check, cash, or money order.

1. If students use a testing center, there may be separate proctor fees associated with that particular site. In this case, it is the student’s responsibility to pay those fees.

2. When the “Application for Examination by Proctor” is received after the stated deadline (See “Student Responsibility”, item 4), students will pay a $40 late fee in addition to the $10 proctoring fee.

THE LEARNING ENHANCEMENT CENTER RESPONSIBILITIES

1. Requests for proctors tendered by students using the “Application for Examination by Proctor” for the Hattiesburg campus or non-Southern Miss site will be processed by the Proctor & Training Specialist located within The Learning Enhancement Center. Requests for proctors tendered by students using the “Application for Examination by Proctor” for the Gulf Coast Campus will be processed by the proctoring specialist located on the Gulf Coast.

2. The proctor specialist will verify identification and authenticity of the proctor then forward the exam information.

3. Processing fees will be posted to student accounts at the beginning of the next semester.

4. When LEC receives the completed paper-based exam(s) and the proctor verification from the proctor (including Gulf Coast), a record will be made of its receipt. The instructor will then be notified his/her exam(s) are ready to be picked up in LEC.

Review

The Director of the Learning Enhancement Center is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

Application for Examination by Proctor: http://

Appendices

N/A

Related Information

N/A
History

Amendments: Month, Day, Year – summary of changes

01/31/12: Formatted for Institutional Policies website.
02/19/13: Formatted in template. Minor editing of punctuation and usage throughout.
Authorization

PROCTORING POLICY
ACAF-LEC-003

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

_______________________________     ______________________________
Responsible Officer                                   Date