

# SMCCCD Guidelines for Distance Education Proctoring

SMCCCD Distance Education

## Proctor Approval and Agreement Form

**STUDENT INITIATES PROCTORING** The student and proctor must complete this form and proctor must email or fax it to the instructor 2-3 weeks prior to the exam date. The instructor must notify the student and proctor of his or her approval or rejection 1-2 weeks prior to the exam. (Please type or print legibly)

STUDENT INFO

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Course: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

I have read and understand the *Examination Proctor Guidelines for Distance Learning Students*.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Please type in your name if returning via email; your typed name serves as your electronic signature)

PROCTOR INFO

Proctor Name: \_\_\_\_\_ Proctor Job Title: \_\_\_\_\_

Proctor E-mail: \_\_\_\_\_ Proctor Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you know the student? \_\_\_\_\_

As proctor, I agree to the following:

- To supervise an exam for the student named above from the college indicated below and to conform to the requirements set forth by that college.  Cañada  CSM  Skyline
- To read and follow the *SMCCCD Examination Proctor Guidelines for Distance Education* and the *Proctor Instructions* on the back of this form, and to follow faculty instructions sent with the exam.
- To confirm the following upon completion of the exam:
  - I viewed a photo identification of the student before the exam (may be a valid driver's license, military id, or passport). Yes \_\_\_\_\_ No \_\_\_\_\_
  - The student was only allowed to use approved items during the test. Yes \_\_\_\_\_ No \_\_\_\_\_  
If No, please explain:
  - I was in the room with the student during the entire exam. Yes \_\_\_\_\_ No \_\_\_\_\_  
If No, please explain:

I verify that the above statements are accurate to the best of my knowledge and agree to FAX or EMAIL the completed exams back to the instructor promptly.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Please type in your name if returning via email. Your typed name serves as your electronic signature)

**INSTRUCTOR USE ONLY** (check one)  Proctor Approved \*  Proctor Rejected

\* I will forward any materials needed per *SMCCCD Examination Proctor Guidelines for DL Students*.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Please type in your name if returning via email. Your typed name serves as your electronic signature)

## Examination Proctor Guidelines for Distance Education

### For Students

- It is suggested that the student arrange for an approved proctor at least 3 weeks prior to each proctored exam date or, in any case, in a timely manner suitable to the proctor, instructor, and course.
- Request the proctor to complete the SMCCCD Distance Education Proctor Approval and Agreement Form and return to the instructor via fax or email promptly. The proctor's signature and contact information on this document are essential for confirmation purposes.
- Receive the instructor's approval or disapproval of the proctor. If a proctor is not approved, the student must find an alternate.
- Arrive at the proctor-designated location, on time, with proper ID. Take the exam in accordance with SMCCCD Academic Integrity Policy and any additional rules specified by the instructor. *It is the student's responsibility to ensure that a computer is available at the testing site.*

<b>Appropriate Proctors</b> Faculty members Human resource professionals Retired faculty members Community librarians Professional educators Military officers	<b>Inappropriate Proctors</b> High school students Neighbors Friends College peers Relatives Co-workers	<b>Appropriate Exam Locations</b> Quiet, well-lit office or classroom  <b>Inappropriate Exam Locations</b> Private homes
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**NOTE:** *Currently, SMCCCD proctoring services/centers only handle proctoring requests for students who need special accommodations as recommended by DSPS and for students outside the SMCCCD district.*

The campuses of the SMCCCD reserve the right to verify proctor qualifications, require additional evidence of eligibility, or request the student to select a different proctor. The Proctor Approval and Agreement Form may be terminated for any cause by the proctor, student, or campus upon written notification to all parties.

### For Instructors

Using the *SMCCCD Distance Education Proctor Approval and Agreement Form*,

- Accept or reject the proctor and notify student and proctor 1-2 weeks prior to the exam.
- Determine the exam transmission mode (fax, e-mail, or other); prepare the exam (in PDF form if e-mailed); then transmit the exam with any special instructions to the proctor at least 48 hours before the scheduled exam time.
- Acknowledge receipt of paper-based or online exam results from proctor promptly.

### For Proctors

1. Student must show you a government-issued photo ID that you can easily use for verification.
2. Student must then begin his/her exam. (The instructor will have emailed you any necessary passwords, along with any other exam instructions, upon approving the *Proctor Approval and Agreement Form* on the reverse).
3. During the exam, students are not allowed any study aids, notes, or open browser windows, unless otherwise permitted in the exam instructions given to you by the instructor.
4. Exam results should be emailed or faxed to the professor promptly.

**A VERY SPECIAL THANK YOU TO OUR PROCTORS** YOUR GENEROUS SERVICE HELPS US SUCCESSFULLY DELIVER QUALITY ONLINE EDUCATION TO AN INCREASINGLY DIVERSE STUDENT BODY.