2510 – Proctored Examinations

To preserve the integrity of the College's distance education system, student examinations may be proctored when there is reason to believe cheating may occur. Based on consultation with the appropriate academic administrator(s), the course instructor will make the final decision as to whether the exam(s) will be proctored

- One or more examinations in a course may be designed as proctored exams.
- When an exam or exams are selected to be proctored, all of the enrolled students in that particular course will be required to complete the proctored exam.

Procedure for a proctored exam:

- Students will be provided at least 7 days notification of the intent to proctor an exam.
- Students who refuse to cooperate with proctored exam procedure have the option of dropping the class. However - normal refund of tuition procedure applies. Generally, students will not receive a tuition refund.
- Instructors will password-protect all proctored exams using the eCollege password feature in the exam toolbox.
- Instructors will establish a time frame (both time limit minutest hours to take an exam and dates that the exam can be accessed) for completion of the exam using the course scheduler feature and exam toolbox.
- Proctor coordination is the responsibility of the student. Proctors must be approved by the course instructor. Proctors will not receive compensation. A computer terminal with internet access is mandatory at the test location.
- Instructors may coordinate proctors for students in the local area by using facilities like the Barton library or having students come to one of the two campus locations (Barton or Fort Riley) to take an exam.
- If the student is unable to come to the appropriate campus (Barton, JC, or FR) at the available testing times, he or she will be responsible for finding the appropriate individual to proctor the exam. The course instructor must approve the proctor, but one of the following could be acceptable:
    - Principal, librarian, guidance counselor or full-time instructor at another school or college
    - Base commander or station education officer
    - Public librarian
- Procedure for conducting a proctored exam:
    - Proctor is selected, test location is selected (must have computer access) and verified through email exchange between faculty member, student and proctor.
    - Proctor provides email address, local phone and work phone numbers to the faculty member.
    - Faculty member sends password for the exam to the proctor.
    - Student provides proof of identity by showing the proctor two forms of identification, one of which must be a photo ID.
    - Proctor provides the student the password to the exam and ensures that

the student completes/submits the exam electronically from the test location.

- Proctor provides an email verification of the date and time of the exam to the instructor.
- Instructor sends thank you message to the designated proctor.

(Based on policy 1510; revised and approved by President on 11/16/07)