

Who is Responsible for Scheduling a Proctored Test?

Students are responsible for checking their course syllabus, calendar, or with their instructor to determine when a proctored test must be completed. It is the responsibility of each student to schedule the exam time with an approved proctor. It is a good idea to make these arrangements as soon as the date of the proctored exam is known.

Students should email the online instructor with the proctor's name and contact information and give the [Proctor Application](#) to the proctor. The proctor may not be related to the student. Proctored exams may not be administered in a private residence, only in a professional, supervised environment.

Once the application is completed, the student must present the application to the online instructor for approval either in-person, via US Mail or fax, or the signed application may be scanned and emailed to the instructor. Students' online instructor must approve their choice of proctor, in writing, prior to scheduling the proctored exam.

Acceptable Proctors:

- A faculty member or administrator of an accredited university or college
- A school superintendent, principal, or counselor
- A librarian
- A commissioned officer whose rank is higher than the student's own (for students in the military only)
- A certified testing center such as Sylvan Learning

Student Responsibilities:

- Make arrangements with a proctor. If you need to switch proctors during a term, simply note which exams you will be taking with each proctor.
- Let your proctor know if the exam is paper or computerized before setting an appointment as a proctor may not be able to accommodate you if your exam is computerized.
- Submit your proctor choice, in writing, to your online instructor as soon as possible, or at least two weeks before the exam date.
- Check with your proctor before your exam is scheduled to make sure they have all the information needed.
- Pay any testing fees, if applicable.
- Be aware of time limits on your exams, and keep track of the time.
- Be aware of and follow the [AUM Academic Integrity Policy](#).
- If unusual circumstances occur, please contact your instructor as soon as possible.

AUM Responsibilities

- The online instructor will receive and verify a student's proctor choice.
- For computerized exams: emailing passwords and instructions to proctors.
- For paper exams: copying exams and distributing to proctors, receiving completed exams from proctors, distributing completed exams to instructors, and mailing graded exams to students.
- Notify the instructor if the proctor believes the exam procedure has been compromised.
- Answer questions and help solve problems that arise during the proctor setup and exam process.

Proctor Responsibilities:

- Receive the exams from AUM and keep them in a secure place.
- Notify the student of what they are allowed to use on the exam, (i.e. notes, calculator), as described on the letter received with the exam. Cell phones and PDAs must be turned off and put away.
- Make sure the student is aware of the time limit on the exam. For paper exams, complete the Student Verification Form; for computerized exams, the time is automatically recorded.
- Supervise the student taking the exam. This includes following all exam instructions, and identifying the student with a photo ID.
- Terminate the exam if the testing procedure is compromised due to a student's improper conduct. Please notify _____ at the following number _____ as soon as possible.
- For paper exams, return examinations and the signed Student Verification Form(s) to AUM in the envelope provided. If an envelope is for some reason not provided (i.e. the exam was faxed), your may call _____ at _____ to request an envelope.

Directions for Person Serving as Proctor for an Online Exam

Thank you for agreeing to proctor an online examination for an Auburn University Montgomery student. The examination will be completed online under your supervision.

Policies and procedures for proctoring online examinations are as follows:

Password for an Online Examination

You will receive a password via email from the _____ (AUM department or school). Please keep the password in a safe and confidential place. You will need to enter the password in order for the student to access the examination. **Please type the password yourself and do not give the password to the student.**

Examination Procedures

At the time agreed upon for the examination, the student is to log into Blackboard to access his/her course. Upon following a link to the examination, he/she will be prompted to enter a password to access the examination. At that time, you should enter the password that was sent to you via email. **Please enter the password yourself and do not give the password to the student.** The password will grant access to the test and start the clock on the examination.

Please do not enter the password until the student is ready to take the exam. Timed exams will deny access to the student when the time expires.

While testing is occurring, please guard against academic misconduct.

- Monitor the student during the examination.
- Unless specified on the examination, the student should not have access to the textbook or any other supplemental material or equipment.
- The student should only have one browser window open during the exam.

Directions for Person Serving as Proctor of Paper Exam

| | |
|----------------|-------|
| Semester: | _____ |
| Course Name: | _____ |
| Course Number: | _____ |
| Exam Number: | _____ |
| Professor: | _____ |
| Phone: | _____ |

Proctor: _____

Student's Name: _____

Time Allotted for Exam: _____

Instructions: _____

Upon completion, make a copy of the exam and keep it as a record until after _____ in case the completed copy is lost in the mail. Please enclose all portions of the exam in the envelope provided. Seal the envelope and sign your name across the junction where the flap sticks to the back of the envelope and then give the envelope to the student for mailing. The student is responsible for the cost of mailing the exam back to AUM.

Exam's return needs to be postmarked on or before: _____

Student is responsible for contacting Professor if deadline cannot be met.

Exams are not to be forwarded to another location by protector or student.

The signature of the proctor listed above is required for all exams.

I certify that the instructions were followed and I proctored the exam as stated.

Proctor's Signature: _____ Date Exam was Administered _____

Mail exam and this signed page to AUM
 _____Department
 ATTN: _____
 P.O. Box 244023
 Montgomery, Alabama 36124

Department Phone Number: _____

Email: _____

Proctored Testing Form for Online Course

Please complete the information listed below:

STUDENT NAME: _____

STUDENT'S AUM ID NUMBER: _____

AUM EMAIL ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

MAILING ADDRESS (include city, state and zip): _____

COURSE # AND TITLE: _____

EXAM: (example: Midterm, Test 2, etc): _____

Examinations must be taken under the supervision of a proctor.

PROECTOR NAME/TITLE: _____

INSTITUTION/COMPANY NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

PROCTOR E-MAIL (REQUIRED): _____

I agree to serve as a proctor for the above mentioned student and to prevent academic misconduct. I also agree to abide by the policies provided on page 2 of this form.

PROCTOR SIGNATURE: _____ DATE: _____

Please return completed form to:

Auburn University Montgomery
_____ Department

ATTN: _____

PO Box 244023
Montgomery, Alabama 36124

or Fax: (334) 244-_____