

Appendix A**I. Proctoring and Examination Security Fee**

Individuals not currently enrolled or employed at COA will be required to pay a \$25.00 fee.

II. Approved Proctors

If a student must use an off-site proctor then the student must make arrangements to locate an approved proctor that has completed one year of college. Possible proctors include

- A. Supervisor – associated with student’s place of employment
- B. Religious leader
- C. Educators
- D. Other

III. Instructor Responsibilities

Instructors who utilize testing services must:

- A. Complete the online Instructor’s Exam Form for both online and paper exams at least five working days prior to the date(s) the online exam will be given. Include appropriate instructions and a list of each student scheduled to take the exam.
- B. Prepare exam and if printed copies are necessary securely deliver enough printed copies of the exam for each student and send a digital copy of the exam to the Director of Library and Learning Services or directed designee at least five working days prior to the date(s) the exam will be given.
- C. If the exam is online, password will be submitted using the online Instructor’s Exam Form along with an email notifying the Director of Library and Learning Services at least five working days prior to the date(s) the online exam will be given.
- D. Create no more than a 5-day window for the student(s) to take the exam.
- E. Printed exams will be returned digitally by testing center personnel for efficiency and hard copies will be securely distributed by the Director of Library and Learning Services thereafter.

IV. Proctor Responsibilities

The proctor shall:

- A. Remain in the room during the entire exam
- B. Follow any specific instructions provided by the instructor.
- C. Verify the identity of the student(s) by examining a photo ID and comparing the name(s) appearing on the tests.

- D. Monitor the exam to ensure scholastic honesty. Evidence of scholastic dishonesty includes, but is not limited to:
 - 1. Copying from another student's exam.
 - 2. Using materials not authorized by the instructor.
 - 3. Knowingly using or soliciting in whole or part the contents of an unadministered test.
 - 4. Collaborating with or seeking aid from another person during the test without authority.
 - 5. Substituting for another person, or permitting another person to substitute for one's self, to take a test.
 - E. The on-site proctors shall place all exam materials (e.g., exams, answer sheets, scratch papers, etc.) in a labeled envelope and securely deliver to the designated instructor.
 - F. The off-site proctors shall scan (digitize) all exams/answer sheets and the completed Student-Proctor Confirmation Form and email them to the Director of Distance Education Programs. Then place all exam materials (e.g., exams, answers sheets, scratch papers, etc.) in a labeled envelope and mail to the Director of Distance Education Programs.
- V. Other Responsibilities**
- A. Each campus location must send the Director of Library and Learning Services a list of proctors, room locations, days, and times which they can administer exams prior to the beginning of each semester to be posted and updated on the COA website.
 - B. All proctoring requests from COA online students waiting to take their exams off-campus shall be referred to the Director of Distance Education Programs.