

### **3-27 Proctoring and Examination Security**

In order to assist students, faculty and community members with an alternative, monitored testing environment, COA provides Test Proctoring Services.

#### **I. On-Site Test Proctoring**

Proctored exams shall be taken and supervised at an approved on-campus site. Individuals requiring the use of COA's proctoring services shall contact one of the COA Testing Centers or the Director of Library and Learning Services. All students must provide a photo ID upon taking the exam.

#### **II. Off-Site Test Proctoring**

Internet students who live outside of COA's service area and individuals not currently enrolled or employed at COA must make arrangements for an off-site proctor. The off-site exam location and proctor must be approved in advance by the instructor and Director of Distance Education Programs.

#### **III. Instructor Responsibilities**

Instructors wanting to use proctoring services for their classes shall contact the Director of Library and Learning Services prior to the beginning of each semester.

#### **IV. Proctor Responsibilities**

The On-site proctor shall complete the online Student Exam Information Form for each person proctored. Off-site proctors shall complete the Student Proctor Confirmation Form.

Mobile phones and other electronic devices not approved by the instructor shall be turned off and not accessed during the examination period.

#### **V. Courier Responsibilities**

The courier shall be a college employee who has been entrusted to transport or deliver exams and other materials to or between campus personnel and testing centers.

\* See Appendix A for procedures related to Policy 3-27: Proctoring and Examination Security.