



Title: #V-7. Test Proctoring Procedures

Date: December 13, 2016

A. Introduction

These test proctoring procedures are designed to ensure the security and integrity of distance education student testing. Proctored testing is typically required for all distance education and online testing at West Virginia University at Parkersburg. Instructors and chairs determine which courses and/or tests will require a proctored exam and which type of exam administration to utilize.

A proctored exam is an exam that is administered by an approved individual who supervises the student while they are taking the exam. The proctor's function is to ensure the integrity and security of the exam in a secure environment. The proctor will validate the student's identity and ensure that only honest efforts are rewarded with satisfactory completion of the exam.

Faculty may require any online exam or test be proctored or monitored by an approved proctor by completing the [Proctored Test Request and Agreement](#). Occasionally, all class members are required to take a proctored exam. In those situations the faculty member will schedule the exam and request a proctor from the approved lists so that the entire class is not disadvantaged by a faculty member's unavailability. The proctor will verify the identity of each student upon arrival for the scheduled exam. The instructor or proctor will remain with students for the entirety of the exam to ensure the integrity of the exam process.

However, the more typical case is that individual students –especially online students studying at a distance from the college – are required to obtain their own proctor and proctoring location. If there are any proctoring costs, those costs are borne strictly by the student. Online students studying at a distance from WVUP may select a proctor from Section G. Proctors must be approved in advance and students should understand that it is not always easy to obtain an authenticated proctor. Therefore, students needing a proctor for their exams should begin early in the term to secure a proctor.

B. Testing Options

Option 1: Un-proctored testing

This option allows students to take online exams, tests, and quizzes without any supervision or technologic control of testing material or conditions. For each course, the faculty member may choose to utilize this method or may choose to have an exam or test proctored using one of the two methods below.

Option 2: On-Campus-Monitored testing

This option allows instructors to monitor their own students' testing either in the classroom meeting or by scheduling proctored testing in a pre-arranged location at WVUP. The faculty member typically arranges for this type of proctoring on WVUP's main campus or at the Jackson County Center. Due to timing constraints, it is not available on demand but must be scheduled in advance.

Option 3: Off-Campus Proctored individual testing

This option allows students to make individual arrangements for proctored testing by using an approved off-campus proctor selected from either Section F or Section G, the list of approved proctors outside WVUP.

C. Faculty Responsibilities**1. Preliminary Information and Arrangements**

- a. Include proctored testing information in the course syllabus and on the course site within WVUP Online. This information should include the date, time, and location of any and all proctored tests for each course taught.
- b. Schedule a time and location for each proctored exam he/she will permit to be administered on campus. The instructor is responsible for ensuring that an appropriately equipped room is available at the time needed for the exam and that the space is reserved for his/her testing needs. The instructor should try to accommodate both traditional and non-traditional students when scheduling on-campus testing. To schedule a proctored exam, contact the WVUP Tutoring Center at Extension 278.
- c. Advise online students studying at a distance of the need to secure their own proctor in advance of any required testing of course requirements at the beginning of the term.
- d. Provide students with the schedule for testing including date, time, and location of all proctored exams for the course known in advance.
- e. Post a link to these test proctoring procedures in the course site and include this information in the course syllabus by the first day of the term.

2. Three Weeks Before Test

- a. Determine if any students will need to select a proctor from the list of approved proctors (Sections F and/or G). Instruct these students to make arrangements for their testing using the [Proctored Test Request and Agreement](#).
- b. Determine if any students, due to extenuating circumstances, require proctoring by an outside proctor. If so, these students must submit the [Proctor Approval Application](#) as well as the [Proctored Test Request and Agreement](#).

3. Two Weeks Before Test

- a. Adjust settings or create the test within WVUP Online to allow for any students testing outside the instructor's personal control so that the test is available only to the designated student. Provide the student with any passwords or instructions as needed.
- b. Provide specific instructions to any selected proctors.

4. One Week Before Test

- a. Verify settings within WVUP Online for any test that the instructor is proctoring. Confirm location availability and remind students of the place and time for the test.

5. Day of Test (When the Instructor is Proctoring)

- a. Verify identity of each student being tested using photo ID, class roster, and Banner class list.
- b. Terminate the exam for any student displaying improper conduct, including cheating.

D. Student Responsibilities

1. Understand Testing Requirements

- a. Review the Test Proctoring Procedures and the testing schedule arranged by the instructor of the course.
- b. Notify the instructor immediately of any conflicts with the established exam time(s). The instructor must approve a test proctor outside the scheduled time.
- c. If special testing accommodations due to a disability are requested, contact Kurt Klettner in the Disabilities Services Office in Room 1019, at kurt.klettner@wvup.edu or 304-424-8388.

2. Three Weeks Before Test

- a. If alternative arrangements are needed:

- The student may select a proctor from the list of Approved Proctors at WVUP in Section F. The student and the selected proctor must complete and submit the [Proctored Test Request and Agreement](#) to the instructor.
- If the student has extenuating circumstances and is unable to have his/her exam proctored on campus, he/she may select a proctor from the list of Approved Proctors Outside WVUP (See Section G) or submit the [Proctor Approval Application](#) along with the [Proctored Test Request and Agreement](#) to the instructor. The student must ensure that the selected proctor is approved by the instructor and is fully aware of his/her responsibilities according to the Proctored Test Request and Agreement.

3. One Week Before Test

- a. Verify location and time of testing. Pay any fees associated with having the test proctored. It is best to confirm proctoring arrangements in writing.

4. Day of the Test

- a. Arrive at the testing location early.
- b. Provide photo ID to verify identity.
- c. Bring pencils, pens, and other needed items along with any required written materials.
- d. Be professional and courteous in dealing with proctors.

E. Proctor Responsibilities

This section must also be included with the [Proctored Test Request and Agreement](#) in order for Proctors to fully understand the requirements of WVUP.

1. Prior to Proctored Exam

- a. Fully read and understand the [Proctored Test Request and Agreement](#).
- b. Sign the Proctored Test Agreement so that it can be submitted to the instructor.

2. Two Weeks Before Test

- a. Receive specific instructions for proctoring the test from the course instructor.
- b. Receive the Proctored Test Request and Agreement with additional data and verification section.

3. One Week Before Test

- a. Confirm, in writing, the exam arrangements including location and time.

4. Day of Test

- a. Abide by the instructions provided in the Proctored Test Request and Agreement.
- b. Administer the exam in a location that provides a comfortable and secure testing environment.
- c. Verify student identity through photo ID.
- d. Remain in the testing area with the student throughout the exam period and answer only those questions that do not pertain to material or matters being tested.

- e. Terminate the exam if the student displays improper conduct, including cheating. Collect any evidence of the improper conduct and immediately contact the course instructor with the details of the incident.
5. Send email confirmation to Instructor indicating completion of proctored exam; reporting issues, if any.

F. List of Approved Proctors at WVUP

If a student cannot attend a scheduled exam time for any reason, he/she must contact the instructor prior to the exam to make other arrangements for exam proctoring. Arrangements with proctors must be completed at least two weeks in advance.

Individuals taking online courses must make arrangements to take their exams and tests in a proctored environment.

The following persons at WVUP are approved to proctor exams according to the WVUP Test Proctoring Procedures.

1. **Course Instructor** – The course instructor is the first and best choice to proctor an exam that must be arranged outside the scheduled exam time. The course instructor is free to arrange this proctoring during another section of the same course or schedule an additional time to proctor the exam.
2. **Other WVUP Instructors of the same course** – The instructor of another section of the same course who may be offering the same exam at a different time or another WVUP faculty member approved by the division chair may be offering the same exam at a different time. If this proctoring option is selected, arrangements must be made at least two weeks in advance.
3. **WVUP Testing Center** – WVUP may elect to proctor exams for an individual instructor's classes which occur on campus. The Testing Center will also serve as a proctor for other institutions or agencies which need those services in our area. These arrangements must be made in advance and require completion of the Test Proctoring Request and Agreement. The instructor must alert the Division Chair to notify the Testing Center.
4. **WVUP Disability Services** – WVUP Disability Services office provides professional test proctoring services for students with disabilities. If this proctoring option is selected, the student must be registered for Disability Services and have an authorization for accommodation letter from the Director of Disability Services for the current semester. The student must have discussed with the specific course instructor the option to utilize that accommodation for the course. These arrangements must be scheduled in advance with the Disability Services Office and course instructor.

G. List of Approved Proctors Outside WVUP

If a student has extenuating circumstances or is outside WVUP's 7-county service area he/she may request a proctor from outside WVUP from the list below. Students are required to complete

and submit the [Test Proctor Request and Agreement](#) at least three weeks in advance. A family member or friend **cannot** be an approved proctor. Any outside proctor must be approved by the course instructor and must agree to and submit the appropriate forms according to the WVUP Test Proctoring Procedures.

Proctors may be selected from the following:

1. A vocational rehabilitation counselor
2. A faculty member or administrator at an accredited college or university
3. A school superintendent, principal or counselor
4. A librarian at a public library
5. A clergy member
6. A corporate education director
7. A college disabilities services office
8. Other proctors or locations as approved by the Senior Vice President upon advance written request.