

Arkansas State University – Beebe

Online College

Proctoring Policy Guidelines and Protocols

Proctoring Policy: Online students are required to take one proctored exam within each online class; usually the final exam. In some instances your instructor may require you to take two proctored exams, a midterm and a final. The purpose in requiring proctored exams is to authenticate your identity as the student enrolled in the class and to ensure you are the student who has been participating in the course activities.

*****WARNING - Failure to comply with this policy or to knowingly falsify information in regards to the guidelines and protocols will result in a failing grade for the course and could lead to further academic disciplinary action.**

It is the student's responsibility to find a proctor that meets the proctoring guidelines and to submit the necessary paperwork by the posted deadlines. The student must also schedule an appointment with the proctor as applicable.

I. Proctoring Guidelines.

A. Requirements of the Proctor.

1. The proctor must be:
 - Faculty, administrative staff, or student services professional at an institution of higher education
 - K-12 faculty, administration, or counseling staff
 - Duly assigned official in a military educational office
 - Law enforcement administration (Criminal Justice majors only)
 - Other proctors must be approved by the Distance Learning office and instructor (exceptional circumstances only)
2. The proctor may not be related to the student or a friend of the student.
3. The proctor must have access to appropriate technology (a computer compatible with Blackboard, applicable software for the course, high-speed internet connection, fax, email, office phone, etc).
4. The proctor must have an official email address associated with their place of employment (University, K-12 School, etc.). Personal email addresses such as Yahoo, Gmail, Hotmail, etc. will not be accepted.
5. The exam must be administered in a professional setting.
6. The student will be responsible for paying any institutional proctoring fees. The proctor should be informed that he/she will receive no compensation for proctoring services from the University.

B. Satisfaction of the above guidelines does not guarantee approval as the Distance Learning office and/or the instructor have the final approval.

II. Proctoring Protocols

A. It is the student's responsibility to make the primary contact with the potential proctor and to submit a proctor approval request form to the Distance Learning office. This form is available online by clicking on the Online College link on the www.asub.edu website and clicking on the [Proctor Approval Request Form](#) link.

B. The Distance Learning office will verify the proctor's eligibility and send those that are approved to the instructor for their review.

C. The Distance Learning office will contact the proctor a few days prior to the final exam period and will provide the following information:

- allowed settings (isolation, etc.)
- allowable materials to use during the exam (if any)
- testing time frame
- instructions for accessing the exam along with the necessary password
- instructions for the return of the completed exam and storage/disposal of residual items

D. The proctor is responsible for the following:

- receiving and maintaining security of course materials
- verifying student identification by checking official picture identification
- following instructions for test delivery
- returning the exam to the Distance Learning office by the agreed upon deadline