

Bethune Cookman University  
Office of Testing and Quality Assurance  
FAQ for Proctoring Exams

Q. Where are proctored exams taken?

Where and how proctored exams are taken in an online class depends on the instructor, the type of class, and other factors. Specific instructions for having an exam proctored for an online course will be stated in the instructor's syllabus. The location for proctored exams for an online course can vary depending on where the student is located, but many options are available.



Q. How do I know if I need a proctored exam?

Check your course syllabus as soon as you can access your online course. The need to take proctored exams and your exam dates will be contained there. If you can't make a determination from the syllabus, contact your instructor immediately for clarification.

Q. What are the proctored exam options?

- The course instructor may have (but not require) a designated time to come on B-CU's campus, Testing Center.
- Find a proctor and seek prior approval from the course instructor.
- Contact the Office of Testing and Quality Assurance, email: [testing@cookman.edu](mailto:testing@cookman.edu) or phone: 386-481-2308 or 386-381-2306

Q. How do I find an approved proctor?

- Check the National College Testing Association (NCTA), and Florida Association of Testing Administrators (FACTA). You may also contact the local community college or university or, if you are in the military, you may contact your education officer. Many of these facilities have experience in proctoring exams from various institutions.
- Some Testing Facilities will charge for proctoring services. All offsite testing proctoring fees are the responsibility of the students taking the exam/quiz.

Q. What are the proctor's responsibilities?

- The proctor must ensure that all necessary technologies are available and working.
- Only the proctor may handle the actual exam prior to and following its completion.
- No copies of the exam other than the copy used for test-taking are to be made at any time.
- No person other than the proctor may view the exam. (The student may have access to the exam only during the time period allowed by the instructor.)
- The proctor must follow the instructor's requirements for administering the exam. These may include a time limit, specific allowable equipment, such as a calculator and exclusion of books, notes, etc.
- If paper-based, the proctor must prepare the exam (and any relevant materials, e.g., scratch paper) for return by sealing it in an appropriate envelope. This will be provided by the department, immediately after the student completes it.

Q. What is the student's role in making proctoring arrangements?

- Any off-campus location must be pre-approved by your instructor. Examples of approved off-campus testing facilities include college campuses, public libraries, high schools, and government or military education offices. Examples of unacceptable proctors are relatives or direct employer supervisors.
- If you are scheduling an appointment at an off-campus location, you will need to complete the **Proctor Approval Application**. Once completed, please send this form to your instructor. Upon approval, the instructor will communicate with the student's proctor. Your proctor should have all the necessary materials when you arrive for your test.

Q. What is the instructor's role in making proctoring arrangements?

- Any off-campus location must be pre-approved by you, the instructor. Examples of off-campus locations include college campuses, public libraries, high schools, and government or military education offices.
- Make the proctored exam dates available to student by the end of the first week of classes.
- Do not give a proctored exam password to students.
- Include which exams can be proctored for your course and the timeframe for the assessment in your syllabus.
- Set a deadline for students to make arrangements at the appropriate testing location. If they are completing their proctored exam on campus with you, they do not need to schedule an appointment. If they plan to take the exam at an off-campus location, they will need to complete the Off-Campus Proctoring Arrangement Form.
- Provide off-campus proctors with all proctored exam materials and instructions at least 24 hours prior to the exam time. If exams require paper and pencil (e.g. MAT courses), all materials should be submitted 24 hours prior to the proctoring period.



Q. Are proctored exams online, or must they be completed on paper?

- All proctored exams for online courses will be offered online via the Blackboard Learning System with the possible exception of proctored exams for math courses. Proctored exams for math courses may be paper-based because the nature of completing math problems requires students to show the step-by-step process for solving problems. All other exceptions must receive prior approval by the course instructor. Most off-campus proctoring locations, domestic or foreign, have computers with Internet connectivity available for students to use.

Q. How much time should instructors give students for securing an approved proctor?

- Instructors should provide at least a one-week period per a proctored exam for a student to submit the approved proctoring forms.
- If the proctored event is an exam, the same amount of time should be given as that of a student coming on campus to take the exam.

Q. Can instructors require students taking an online course to come to a class meeting to take a proctored assessment?

- No. The proctoring requirement cannot be treated like a "campus meeting" with the instructor.
- Students must be allowed to arrange for proctoring at a place and time convenient for them. Hybrid (blended) courses are exceptions to this rule.

### **DISABILITY RESOURCES**

STUDENTS WITH DISABILITIES AS DEFINED BY THE ADA, MUST CONTACT THE OFFICE OF DISABILITIES

<http://www.cookman.edu/currentstudents/studdev/disability.html>

FAQ and Proctor Application adapted from:

Norfolk State University (2014) Proctor Approval Form Retrieved from [www.nsu.edu](http://www.nsu.edu)

Ozarks Technical Community College. (2012). Proctored Exam FAQ. Retrieved from <http://www.otc.edu/online/otconline-proctoringfaq.php>

University of West Florida Online Campus. (2012). Proctor Approval Application. Retrieved from [http://onlinecampus.uwf.edu/pdfs/UWF\\_Proctor\\_Form.pdf](http://onlinecampus.uwf.edu/pdfs/UWF_Proctor_Form.pdf)