

PROCTORING PROCESS FOR OFF CAMPUS EXAMINATIONS

UNIVERSITY OF NEBRASKA MEDICAL CENTER COLLEGE OF NURSING

Proctoring Process for Off Campus Examinations Subsection: Appendix V

Section 5.0 - Appendices	Originating Date: May 2011
Responsible Reviewing Agency:	Reviewed: December 2012
Professional Graduate Nursing Affairs Committee;	Reviewed: April 2016
Undergraduate Curriculum Committee	Revised: May 2016
	Revised: April 2019
	Revised: December 2022

Approving Agency:
General Faculty Organization
Related policy:
5.1.11 Proctors for Off Campus Testing

Student Qualifications for completing examinations off campus with a proctor:

1. Distance from the nearest UNMC campus is greater than 100 miles.
 - a. The address in PeopleSoft/MyRecords will be used as address verification.
 - i. If the student recently moved and has not had a chance to update the address with UNMC, they must provide an official document such as a utility bill with their name and current address.
2. Approving off campus testing arrangements remains at the discretion of the faculty.
 - a. The student may be required to provide documentation of extenuating circumstances.

Course Coordinator Responsibilities:

The Course Coordinator is responsible for the following:

1. Provide the student requesting off campus examination arrangements with the criteria and forms to request and identify a proctor.
2. Verify proctor meets requirements.
3. Provide instructions and testing schedule to students and proctors. The specific testing dates should be the same for all students in the course. If an exception needs to be made to the test schedule, arrangements need to be made by the course coordinator and the proctor. Information about the exam platform and if the student can use any course materials during the exam should be provided to the proctor.
4. Prior to administering the tests, course coordinators should notify proctors of the test password and any specific instructions, including if the student can use notes, scratch paper or any additional resources (textbook, additional electronic device).
5. Course coordinator should provide contact information (phone number, email) for themselves as well as a secondary contact personnel in case of inadvertent platform or technical difficulties

Student Responsibilities:

The Student is responsible for the following:

1. Identify a proctor and notify the course coordinator of the proctor contact information prior to the date listed in the syllabus.
 - a. Proctor cannot include a family member, a friend, any familiar person who has a relationship with the student, this includes managers, direct supervisor, co-workers, colleagues, subordinates, preceptors, or any person who would have a vested interest in helping the student to score higher on any exam
 - b. Professional testing centers (e.g. Sylvan) or members of the Consortium of College Testing Centers (most community colleges belong to this organization), a local school or public library are preferred locations for off campus testing.
2. Any fees charged by the proctor will be the student's responsibility.
3. Schedule the test with the proctor during the published dates/times unless an exception has been made in writing by the faculty.
4. Student must show a photo ID to the proctor as verification prior to starting the test.
5. Do not bring any material (e.g. purses, backpacks, electronic devices, watches, hats, or coats) except those approved by the course coordinator into the testing area.
6. Leave any scratch paper used during the test with the proctor when the test has been concluded.
7. During the test, the student must remain in the testing area except in an emergency.

Proctor Responsibilities:

The Proctor is responsible for the following:

1. Check a photo ID prior to the test.
2. Require students to set aside any electronic devices, backpacks, purses, coats, hats and watches (including smart watches and activity trackers) during the testing period.
3. Student cannot take the exam with unauthorized books, notes, or reference aids of any kind unless specifically stated in the letter from faculty.
4. If scratch paper is permitted, it must be furnished by the proctor site. Scratch paper may be a blank piece of paper, computer paper, letter head or notebook paper.
5. Cell phones are not allowed to be used as a calculator. The student will use the built-in calculator in Exemplify.
6. Once the student has accessed the exam confirm that the test is the correct test and provide the password(s).
7. Monitor the testing environment; the student should not leave the testing area unless there is an emergency.
8. Verify that the test questions are not reproduced or retained in any form when the student has completed the test.
9. Collect and destroy scratch paper from the student.
10. Ensure that the test has been submitted electronically if required and that the student logs out of the computer before leaving the testing area.