

# PROCTORS FOR OFF CAMPUS TESTING

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## UNIVERSITY OF NEBRASKA MEDICAL CENTER COLLEGE OF NURSING

<b>Proctors for Off Campus Testing</b>	Subsection: 5.1.11
Section 5.0 - Student Policies	Originating Date: May 2011
Responsible Reviewing Agency:	Reviewed: October 2012
Undergraduate Curriculum	Reviewed: April 2016
Committee;	Reviewed: April 2019
Professional Graduate Nursing	Revised: December 2022
Affairs Committee	

Approving Agency:  
General Faculty Organization

Related documents:  
Appendix V Proctoring Process for  
Off Campus Examinations

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### Purpose

The purpose of the Proctor Policy for Off Campus Testing is to provide consistent guidelines and criteria for faculty and students who are using proctors for off campus examinations.

### Policy

1. Any student requesting consideration to complete examinations off campus must select a proctor according to instructions provided by the course coordinator.
2. The course coordinator is responsible to orient proctors to their responsibilities.

Information on the process of obtaining, orienting, and using proctors can be found in Appendix V.