

## Proctored Assessment – Students

If you are enrolled in a distance learning course at PSC you may be required to complete one or more tests in a proctored environment, either at a PSC Testing Center or an off-campus location. Note, in either case it is your responsibility to initiate the proctoring process.

If you will be taking your test at a PSC Testing Center you will need to contact the Testing Center and make an appointment. [Click here for information regarding PSC Testing Centers.](#) Once you make your appointment, all you need to do is show up and take your test. If you will be arranging your proctored session at an off-campus site, please follow the steps below in the order in which they appear:

- 1) Contact your instructor to obtain approval to take your test through an off-campus proctor. Be sure to do this early as the process for arranging a proctor takes time.
- 2) Ask your instructor if your test requires the **Respondus LockDown Browser (RLDB)** and/or **Respondus Monitor**. For more information about these services select an option below:
  - [Printed instructions](#)
  - [Brief video](#)
  - [Free RLDB download](#) (Note, Monitor requires no download.)
- 3) Locate a potential proctor. The eLearning Department recommends individuals associated with the groups below. Friends, relatives, and co-workers are not recommended.
  - Official testing center (university, college, commercial, military). [Click here for information regarding testing centers at Florida colleges and universities.](#)
  - College or university library
  - Public school administrator, professional staff, or instructor
  - College professor or administrator
- 4) Submit the identity of, and general information about, your selected proctor to your instructor for tentative approval.
- 5) If your proctor is approved by the instructor, send an email to the proctor requesting all the information below. This information must be returned to you from the proctor's work-related email address.
  - Full name
  - Work phone and work email
  - Employer and title/position
  - Employer address (city, state, zip)
  - Relationship to student

6) When you receive this information from your proctor, forward the email to the Pensacola State College eLearning Department via your PSC Piratemail account to: [elearning@pensacolastate.edu](mailto:elearning@pensacolastate.edu) with all of the following information about you (the student):

- Full name
- Phone
- Course title
- Course number
- Course section
- Term and session
- Course instructor

7) When the eLearning Department receives your email they will verify the proctor's credentials. If everything checks out, the eLearning Department will notify your instructor (and copy you).

8) When you receive the copy of the email sent to your instructor, you must then work directly with the proctor to arrange the time, place, and compensation (if applicable) for the exam. You must also inform your instructor of these plans.

9) Sometime prior to your test, your instructor will send your proctor all the information he/she will need to administer your test.

10) The proctor will administer the exam per your instructor's instructions.

11) Upon completion of the exam, the proctor will return the exam directly to the instructor (if paper). When necessary, the instructor may ask the proctor to scan the completed test and return it electronically.

## **ProctorU**

ProctorU is an online, fee-based proctoring service that may be used with your instructor's permission. Please note, ProctorU is not affiliated with PSC, and fees may change. Fees are based on the length of the exam, and you can expect a one hour exam to cost around \$17.50. However, it is recommended that you check with ProctorU prior to your exam just to be sure. Please make sure you understand how ProctorU works prior to scheduling an exam. [Click here to learn more about ProctorU.](#)

**Questions?** Please contact the eLearning Department: [elearning@pensacolastate.edu](mailto:elearning@pensacolastate.edu)