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 at some other pre-approved off-campus location. Note that 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 have to do is show up and take your test. (You may also disregard the remainder of this document.)

If you will be arranging your proctored session with an off-campus location, 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) Determine whether or not your test requires the Respondus LockDown Browser (RLDB). Your instructor will be able to tell you whether or not this software is required. If your test does not require the RLDB, move on to the next step. If your test does require the RLDB, you will need to convey this information to your proctor when making arrangements. The program is free and may be downloaded from the eLearning website. Click here to download Respondus LockDown Browser.

3) Locate a potential proctor. The eLearning Department recommends individuals associated with the groups below. (Friends, relatives, and co-workers, are not recommended.). The online, fee-based service called ProctorU is also an option.

- Official testing center (university, college, commercial, military)
- College or university library
- Embassy or education office
- Public school administrator, professional staff, or instructor
- College professor or administrator
- ProctorU is an online, fee-based service that may be used with the instructor’s permission. Again, ProctorU is not a free service. Please make sure you understand how ProctorU works and the fee structure described below. Click here to learn more about ProctorU.
Fees associated with ProctorU (as of December 2016) are provided below and are subject to change. Please check with ProctorU directly if you have any questions regarding fees.

Exam Length:
- 30 minutes or less $ 8.75
- 31 - 60 Minutes $ 17.50
- 61 - 120 Minutes $ 22.50
- 121 - 180 Minutes $ 31.25
- 181 minutes or more $ 40.00

Optional Fees for ProctorU: “Flex Scheduling” allows an examinee to make an appointment at least 72 hours before the desired start time. However, at an additional cost, an examinee may choose “Take it Soon” or “Take it Now” options (+$5.00 and +$8.75 respectively). Take it Soon allows a test to be scheduled within 72 hours of the chosen start time; Take it Now allows a test to be taken on-demand with no appointment needed. These options are for the convenience of the examinee and are not required.

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 of the information below. This information must be returned to you from the proctor’s work-related email address.
   - Full name
   - Work phone
   - Work email
   - Title/Position
   - Employer
   - 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 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 administers the exam per your instructor’s instructions.

11) Upon completion of the exam, the proctor returns 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.

Questions? Contact the instructor or the eLearning Department at (850) 484-1238.