

## Proctored Assessment - Faculty

As a distance learning instructor you may want to require your students to take their exams in a proctored environment. If a student will be doing so at a PSC Testing Center, arrangements are a simple matter. You provide the Test Center with information regarding your test and the student makes an appointment with the Testing Center to take the test. However, when a student requests permission to take his/her test at an off-campus location, ensuring the integrity of the proctor is an important step in the process, and the eLearning Department is happy to assist in this regard.

Note, it is the student's responsibility to manage the proctoring process, and instructions for doing so are provided to students in a separate document ([click here to review](#)). The eLearning Department highly recommends you become familiar with the process and include a link to this document in your section syllabus.

The eLearning Department recommends the following individuals or sites as potential proctors:

- Official testing center (university, college, commercial, military)
- College or university library
- Embassy education office
- Public school administrator, professional staff, or instructor
- College professor or administrator

An online, fee-based proctoring service called ProctorU is also available to PSC students. The decision to allow students to use this service is completely up to you. However, experience has taught us that ProctorU can be a helpful resource when, for various reasons, standard proctoring arrangements are extremely inconvenient or impossible (i.e., home-bound students, military deployment, etc.). Making this option available can also provide students with a great deal of scheduling flexibility. Click [here](#) for information regarding ProctorU.

Two additional pieces of information are included in this document:

- 1) A checklist of things you can do to facilitate the proctoring process.
- 2) A template for a letter you may edit and send to the proctor after the approval/verification process is complete. (The letter in MS Word format can be sent to you upon request from the eLearning Department.)

## Checklist for Proctored Testing

\_\_\_ Make sure students understand that locating a potential proctor is their responsibility, and that they need to obtain your approval before moving ahead.

\_\_\_ Remind students to plan ahead. Verifying a proctor takes time.

\_\_\_ Make sure you have provided students with clear information regarding your testing requirements. For example:

- If students are required to take some (or all) tests in a proctored environment, make sure they are aware of this before the end of the drop/add period. Testing policies can have a significant bearing on whether or not the student will be able to meet all course requirements.
- If PSC Testing Centers are involved in your proctoring plans, please make sure all centers have your testing schedule, access codes, etc., well in advance of testing dates. The best time to do this is at the beginning of the semester.
- Prior to the end of drop/add, make sure your students know whether they may, or may not, use ProctorU. In some cases this will be the only option available to the student.
- If your students will be allowed to use ProctorU, make sure you have submitted your test information to ProctorU well in advance of the date for the first exam. ProctorU needs this information to block out testing time for your course.
- If your tests require the Respondus LockDown Browser and/or Respondus Monitor, let your students know this early in the semester. In the case of Respondus Monitor, make sure students know they will be recorded (audio and video).

\_\_\_ Provide the proctor with specific instructions. Leave nothing to interpretation.

\_\_\_ Make sure the student has informed you of the time and place for the testing session so you will know when to expect the completed exam.

\_\_\_ If your test is in a paper format, you will need to deliver it to the proctor directly (via traditional mail, fax, email attachment, .pdf file, scanned document, etc.) and include a pre-paid container and instructions for return delivery.

\_\_\_ Remind your students periodically to make arrangements for proctors well in advance of any test. Making these arrangements can take time.

Dear Sir or Madam,

First and foremost, thank you for your willingness to assist in the assessment of one of our students. Below you will find a list of your responsibilities and specific instructions for administering online and paper-based examinations. If you have questions prior to administering the exam, please do not hesitate to contact the instructor or the eLearning Department at (850) 484-1238 or [elearning@pensacolastate.edu](mailto:elearning@pensacolastate.edu).

### **Proctor Responsibilities**

- Verify the student via photo ID.
- Follow any specific instructions provided to you by the instructor.
- If required, provide the student with access to a computer with Internet access. Computer tests may require the proctor to download and install the Respondus LockDown Browser. (Please contact the eLearning Department at 850-484-1238 or [elearning@pensacolastate.edu](mailto:elearning@pensacolastate.edu) for instructions regarding the download.)
- Ensure no copies of the exam are made.
- Ensure the student does not access notes or other resources while taking the exam (unless otherwise stated by the instructor).
- Stop the examinee when the allotted time has been expended.
- Keep the exam password secure (if applicable).

### **Instructions for Administering an Online Examination:**

1. Ask the student to access his/her Pensacola State College eLearning account and proceed to the exam access point.
2. Ask the student to step away from the computer.
3. Enter the password/access code provided to you by the instructor.
4. Allow the student to proceed with the exam.
5. Note the time allotted for the exam.
6. Make sure the student “submits” the exam online when finished.
7. Ask the student to log off the eLearning system when the exam is complete.
8. Questions? Call the Pensacola State College eLearning Department at (850) 484-1238.

### **Instructions for Administering a Paper-Based Examination:**

1. If received via email, print the examination.
2. Note the time allotted for the examination.
3. Provide the student with the examination and instructions.
4. Stop the exam at the end of the allotted time period.
5. Return the completed exam directly to the instructor.
6. Questions? Call the Pensacola State College eLearning Department at (850) 484-1238.