

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 that in either case it is your responsibility to initiate the proctoring process. With your instructor's permission, ProctorU is another option. (See the end of this document for information regarding ProctorU.)

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. 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) Determine whether or not your test requires the Respondus LockDown Browser (RLDB) and/or Respondus Monitor. If so, you will need to download the RLDB. The RLDB 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.
 - 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 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 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 service that may be used with your instructor's permission. As ProctorU is not affiliated with PSC, and fees may change, you will need to check with ProctorU directly if you have any questions regarding fees. Note: Exams must be scheduled 72 hours in advance to avoid additional fees. Please make sure you understand how ProctorU works prior to scheduling an exam. [Click here to learn more about ProctorU.](#)

ProctorU – Fee Structure (as of 10/26/18) – Based on 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