

Proctored Assessment - Faculty

As a distance learning instructor you must require your students to take their exams in a proctored environment and provide proof of identification. Pensacola State College has several options for Proctored Testing. Whichever option is selected, be sure your students are made aware of it in the section syllabus.

Pensacola State College Test Centers

If a student is local and 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.

Proctorio

Proctorio is a remote proctoring solution designed to protect the integrity of course assessments. Proctorio runs as an extension in the Google Chrome or Microsoft Edge browsers and only works within the Canvas environment. Instructors will need to use the Chrome or Edge browser with the extension installed in order to set up a Proctorio monitored exam. Students will need to use the Chrome or Edge browser with the extension installed as well as a webcam and microphone to use Proctorio. Mobile devices cannot be used. Proctorio monitored exams can be taken on campus at any of the PSC computer centers. For more information please submit an [eLearning Support Request](#) and ask to be added to the Proctorio Training Course.

Outside Instructor Approved Proctors

If an instructor wants to allow students to use an outside proctor, the students can send the proctor's information to the instructor and the instructor can approve the proctor. eLearning is no longer a part of this process. It's an agreement between the student and the instructor. Once approved, the instructor can send the test information to the selected proctor as well as the letter located on the last page of this document.

The eLearning Department recommends the following individuals in positions or sites of academic integrity as potential proctors:

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

Students should submit the following proctor information to their instructor for approval. Instructors should contact the person to confirm their agreement to proctor the exam.

- Full name
- Work phone and work email
- Employer and title/position
- Employer address (city, state, zip)
- Relationship to student

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.

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. If required, the browser can be downloaded after the student clicks the Take Quiz button.
- 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.

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.