



## Proctored Testing Requirements

a guide for students, faculty, and proctors

### ACCEPTABLE PROCTORS ARE:

- Minnesota State college and university testing centers: <http://www.minnstate.edu/online/proctoring.html>
- Other college or university professional staff or faculty.
- High school teachers or school counselors.
- A public librarian or other qualified library staff.
- An active member of the clergy.
- Professional testing centers.
- Certain professional supervisors (setting-dependent).
- Armed Forces personnel: Any office of higher rank than the student, education services officer at an MEC, base librarian, or service authorized representative.

PLEASE NOTE: Testing centers may delegate the proctoring duties to other qualified staff within the center. The main proctor will still assume responsibility that all standards are met.

### PROCTORS ARE NOT:

Relatives, friends, neighbors, roommates, employees, co-workers, and others with whom you have a close or personal relationship.

### TESTING SITES:

Proctored exams must be taken and supervised at an official setting located at the proctor's place of employment. The exam should be administered in a quiet, well-lit office or classroom setting conducive to concentration. Proctoring in private homes is NOT appropriate.

### PROCTOR VERIFICATION:

To ensure your proctor is impartial and appropriate, the following verifications will be made:

- The proctor's full name and job title must be listed in a public space or company web site.
- If your proctor's business email address is a Yahoo, Gmail, Hotmail, or other similar free email address, you will need to provide documentation that this is the proctor's business email address either from the institution's webpage or via a verification letter.

### ACADEMIC INTEGRITY:

Academic integrity requires students to choose an appropriate proctor. Academic dishonesty may violate the Student Code of Conduct. [See the academic integrity policy in the Student Handbook.](#)

### PROCTOR RESPONSIBILITIES:

- Continuously monitor students during the exam.
- Have a computer and Internet access at the exam location, OR the student will need permission from the instructor to use his or her own computer.
- Follow all instructions provided with the exam information pertaining to the acceptable use of calculators, phones, Web sites, textbooks, etc.
- Enter the exam password when prompted, and check that the student has submitted the exam before they leave. Passwords are NOT to be given to or shared with the student under any circumstance.
- Mail, or scan and email completed paper exams back to BSU Extended Learning in a timely fashion. The student should NOT take a completed exam away from the testing location.

### STUDENT RESPONSIBILITIES:

1. Recognize that your course requires proctored exams, and begin planning at the beginning of the semester.
2. Research and find a suitable proctor in your area. Check to be certain that the proctor location has adequate computer resources and Internet access. If the exam requires special software and the proctor site is unable to download it, a student is allowed to take the exam on his/her own computer.
3. Notify BSU Extended Learning at [www.bemidjistate.edu/go/proctor](http://www.bemidjistate.edu/go/proctor). Do not submit your proctor without their permission.
4. Make testing arrangements with your proctor.
5. If applicable, pay any testing fees to the proctor. Remote Proctor Now users pay each time the service is used.
6. Check to be sure your proctor has received your exam information prior to your testing appointment.
7. Take your exam(s) during the pre-arranged time.
8. Contact BSU Extended Learning if exam information did not reach the proctor.

See the FAQ on the reverse side

# Frequently Asked Questions

## about the exam proctor process

### CAN THIS PERSON BE MY PROCTOR?

If you aren't using an approved testing center, but you feel like you have a suitable proctor in mind, please ask us. We can contact the person you have identified and ask them a few questions. When in doubt, always contact us before submitting your proctor's information.

### WHEN CAN I TAKE MY PROCTORED EXAMS?

You must schedule your exam(s) independently with your proctor, given the testing schedule identified by your course instructor(s). Some exams are only to be taken within a short timeframe, while others can be taken on a looser schedule. Always confirm testing schedules with your course instructor(s), and be sure your proctor will be available during those times.

### MAY I USE MY TEXTBOOK OR CALCULATOR?

The course instructor sets the rules about the resources you may use during your exam, including calculators, textbooks, applications, or Internet sites. These details should be made available to you in the class syllabus, and are also shared with your proctor at the time they are provided the exam information.

### HOW WILL MY EXAM INFORMATION ARRIVE AT THE TESTING SITE?

BSU Extended Learning will email exam materials and passwords to verified proctors for D2L-based exams. Paper tests are emailed or mailed to proctors as needed. Exams are released by faculty when they are ready, and are sent to proctors shortly thereafter from BSU Extended Learning. It's possible that your exam has not yet been released by your instructor.

### MAY I USE A REMOTE/ELECTRONIC PROCTOR?

Your course instructor decides whether a remote or electronic proctor service can be used for the exam(s) in your course. Some courses allow them, others do not. Be sure to ask your instructor about it early on in the class.

### DO I NEED TO PICK A PROCTOR EACH TERM?

Yes! We do not assume you will use the same proctor each semester you are enrolled in courses that require proctored exams. You must submit a new form to BSU Extended Learning each semester.

### HOW TO NOTIFY BSU EXTENDED LEARNING

You must notify BSU Extended Learning of your proctor selection well in advance of your testing appointment. Use the following online form:

[www.bemidjistate.edu/go/proctor](http://www.bemidjistate.edu/go/proctor)

A new form must be completed each semester you have proctored exams.

### QUESTIONS OR CONCERNS?

Contact BSU Extended Learning at 218-755-2068 or [cel@bemidjistate.edu](mailto:cel@bemidjistate.edu).

Revised 9/16/2019