



Danville Community College
Learning Assistance Center
1008 South Main Street
Danville, VA 24541
434-797-8404
Fax # 434-797-8415
dcctestcenter@dcc.vccs.edu

Test Proctoring Procedures

Students wishing to take tests at a site other than on campus at Danville Community College must have an approved proctor administer all exams. It is the responsibility of the student to secure an acceptable proctor and ensure that a Student-Proctor Agreement form is completed and submitted to the DCC Learning Assistance Center. The student must pay all expenses associated with proctoring exams. Expenses may include envelopes and postage for returning tests or any special proctor fees.

Proctors must be one of the following:

- ◆ A college or university testing center proctor
- ◆ Educator: a college or university faculty member
- ◆ A test administrator at a professional testing center
- ◆ A librarian
- ◆ Educator: a state certified teacher or counselor at an accredited educational institution
- ◆ Military: an Educational Services Officer (ESO)
- ◆ A college or university learning center coordinator

Proctors may not be:

- ◆ A fellow student
- ◆ A relative of the student
- ◆ A resident at the same address as the student
- ◆ A direct supervisor of the student
- ◆ A co-worker of the student
- ◆ An employee of the student
- ◆ A friend

Procedures:

- ◆ **The student** downloads a *Student/Proctor Agreement* form and completes the Student Agreement portion.
- ◆ **The student** secures an acceptable proctor and provides the proctor with the *Student/Proctor Agreement* form.
- ◆ **The proctor** reads the *Test Proctoring Procedures*, completes the *Student/Proctor Agreement* form and returns it to the Learning Assistance Center.
- ◆ **After approval**, all tests/passwords will be sent directly to the Proctor.
- ◆ **The test proctor** will administer the exam at their institution, in a quiet and secure environment, and insure that all testing instructions are followed. For on-line testing requiring a password, after the student logs in to their course the proctor is to enter the password. Under no circumstance is the student allowed access to the password.
- ◆ **The test proctor** will maintain the integrity of the tests at all times. Students are only allowed access to tests at the time of administration. No photocopies allowed. The proctor will administer the exam at their institution.
- ◆ **If there is a problem** in taking the exam on the computer (ex. computer malfunctions and student cannot complete the exam), it is the proctor's responsibility to **immediately** notify the instructor either by phone or email informing him/her of the problem. If this is not done, the student may not be able to retake the exam.
- ◆ **The proctor** is responsible for returning the original test(s) to the DCC Learning Assistance Center. The student is responsible for reimbursement of all mailing costs and proctoring fees.
- ◆ **The proctor** must have and use the professional telephone number and e-mail address which corresponds to the institution where the proctor is employed and through which the proctor has the job title qualifying to be a proctor (E-mail accounts from MSN Hotmail, Yahoo, EarthLink, Verizon, and other similar e-mail providers are unacceptable).
- ◆ **Any special accommodations** that the student might need have to be documented with DCC and it is the responsibility of the student to make any arrangements for special accommodations with the proctor prior to the testing date.

After reading the proctoring procedures above, mail or fax the completed *Student/Proctor Agreement* (2nd page) to the address listed in the header above. For additional information call 434-797-8404 or 434-797-8556 .

Proctor Agreement Form may be faxed to expedite processing.

If you have a disability or other need for reasonable accommodations in order to successfully complete the requirements of this course, please contact the ADA Counselor, Carl Amos [Counseling and Admissions Office, Wyatt Building, 434-797-8572 or 434-688-0136 TTY, or camos@dcc.vccs.edu] to discuss this matter confidentially.



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Student/Proctor Agreement

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The student will complete the following information.

Course : _____ Instructor : _____
 (i.e., MTH 120-W1)

Proctored activity: Paper exam Online exam Other: _____ Date: _____

Student Agreement (please print legibly)

As a student, I agree to the following:

- ◆ I will be responsible for locating a proctor (exam supervisor) and scheduling appointments for exams, if necessary.
- ◆ I will be responsible for reimbursing the proctor for all mailing expenses and proctoring fees if requested.
- ◆ I will be responsible for providing a picture identification when taking tests.
- ◆ I will be responsible for notifying the Testing Center if courses are added or dropped.
- ◆ I will be responsible for making any arrangements for special accommodations with the proctor prior to the testing date. I understand that any special accommodations have to be documented with DCC in the office of the ADA Counselor.

Student Name: _____ Date: _____

Student EMPLID: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

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Proctor Agreement (please print legibly)

Please select from the following to confirm that you are:

- | | |
|--|--|
| <input type="checkbox"/> A college or university testing center proctor | <input type="checkbox"/> Educator: a state certified teacher or counselor at an accredited educational institution |
| <input type="checkbox"/> Educator: a college or university faculty member | <input type="checkbox"/> Military: an Educational Services Officer (ESO) |
| <input type="checkbox"/> A test administrator at a professional testing center | <input type="checkbox"/> A college or university learning center coordinator |
| <input type="checkbox"/> A librarian | |

As a proctor, I confirm and agree to the following:

- ◆ I am not a current Danville Community College student, a friend or relative of the student, direct supervisor of the student, employed by the student, a co-worker of the student, nor do I live at the same address as the student.
- ◆ To use a picture ID to verify the identity of the student
- ◆ To administer and supervise the indicated tests/exams as prescribed by the instructor
- ◆ Upon completion, please promptly return the exam/test to the learning assistance center at Danville Community College.

Proctor's Name: _____ Date: _____

Institution: _____ Job Title: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Work Number: _____ Fax #: _____
Area Code + Number

Work e-mail: _____

I certify that I am an employee of the above institution or organization AND that I have no conflict of interest with regard to the proctoring of examinations for the student listed above. I have read, understood, and agree to the provisions outlined in the *Test Proctoring Procedures* and the *Student/Proctor Agreement*.

Proctor's Signature: _____ Date: _____