

Student Guidelines for Finding a Verified Proctor

A proctored exam is one that is overseen by an impartial individual (called a *proctor*) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process.

Proctor Verification Process:

- a. Contact your instructor to discuss your testing needs.
- b. Identify an outside proctor you wish to use.
- c. Fill out the top of the proctor verification form and send it to your desired proctor.
- d. The proctor will complete the rest of the form and return it to the NIC Testing Center.
- e. The NIC Testing Center will verify the validity of the proctor and send the completed form to your instructor for approval. She or he will then provide the proctor with any necessary testing materials.
- f. You will need to schedule your own testing times with your proctor. Please be sure to inform your instructor of any appointments you make as early as possible. Good communication is vital.
- g. Any fees required by the testing site will be the responsibility of the student.

Who can be verified to serve as a proctor?

An acceptable proctor is someone with no conflict of interest in upholding NIC's Academic Code of Conduct. **Relatives, friends, neighbors, employer/supervisor/boss, pastor/clergy, and/or co-workers are not appropriate proctors.** A proctor candidate may be from one of the following categories:

- College, university, or private testing center
- Educational administrator or librarian at a community college, university, or high school
- Learning Center, ESO or an officer of higher rank than the student, if in the military

How to find an verified proctor?

Students should locate the closest college or university testing center and can also check the [National College Testing Association \(NCTA\)](#), a national testing information site. If there is no available option nearby, please read on for instructions on identifying and getting approval for a proctor. The proctor will fill out the bottom half of the Proctor Approval Application.

What are the requirements for proctor verification?

Submit a completed NIC Proctor Verification Application (PDF) **by the end of the first week of the semester/term** (or as directed by the course instructor) with the information of the individual who is willing to act as the proctor. The NIC Testing Center will verify the validity of the proctor and send the completed form to your instructor for approval.

Note: Exams or exam passwords should not be distributed to a proctor unless the Proctor Approval Application is on file with the instructor's department.

What is the fee for a proctor's services?

Fees vary for the use of a testing facility and the proctor's time to receive, monitor, and return your exam. Please be sure to determine if there is a fee, what it is, and when it must be paid. Testing centers often require prepayment, and a receipt for payment may serve as your ticket to the proctored exam session. These practices vary among libraries, schools, colleges, universities, and private testing centers.

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How to access, complete, and submit the proctor approval application?

To complete and submit this application:

1. Complete the Student portion (Section 1) of the application.
2. Save and email the form to your proposed proctor.
3. The proctor will then complete the second half of the form and email it to: testingcenter@nic.edu

What technology must the proctor have?

At a minimum, the proctor must have a valid, working e-mail address and telephone number so that the instructors and NIC testing center may communicate with them. Depending on whether the exam is offered via the Internet or paper-based, the proctor should also have:

- A computer with Internet access for the proctor and student. A special lockdown browser must be downloaded if required by the instructor.
- A printer and scanner for paper exams. In some rare cases access to a FAX machine may be requested.

How do I schedule my exam(s)?

- a. Check your course site for all exam dates and times. (Do this as soon as you can access your course site and the course syllabus.)
- b. Schedule a day and a time within the testing window to take each exam with the proctor. Note: Failure on the part of the student to assume these responsibilities will be a matter to resolve with the instructor and could result in a failing grade on the exam in question.
- c. Be sure to be aware of any testing fees as well as when and how such fees should be paid.

What are the proctor's responsibilities?

- The proctor must ensure that all necessary technologies are available and working.
- Only the proctor may handle the actual exam prior to and following its completion.
- No copies of the exam other than the copy used for test-taking are to be made at any time.
- No person other than the proctor and student may view the exam.
- The student may have access to the exam only during the time period allowed by the instructor.
- The proctor must follow the instructor's requirements for administering the exam. These may include a time limit, lock down browser on computer, specific allowable equipment, such as a calculator and inclusion or exclusion of books, notes, etc.
- If paper-based, the proctor must prepare the exam (and any relevant materials, e.g., scratch paper) for return by email unless other arrangements have been made for the return of physical materials.
- If an exam requires Respondus lockdown browser, please be sure to use the "instructions for administering online exams" document on how to download the lockdown browser.

Please Remember:

While the NIC Testing Center verifies the legitimacy of a given individual or organization as a proctor, approval of any outside proctoring source is at the sole digression of the instructor requesting their services.

Section A. To be completed by the student.	
1. Student Contact Information:	
Name:	Phone:
NIC email:	Alternate Phone:
2. Course Number(s) and Instructor(s): For example: <i>Jamie Williams BIO 215</i>	
3. Semester and Year: For example: <i>Spring 2023</i>	
4. The proctoring service or individual that I am submitting for approval is (check all that apply): <input type="checkbox"/> A testing facility at a college, university or private testing service <input type="checkbox"/> Other (please specify):	5. Enter the name of the organization providing the proctoring service: Enter the name of the proctor or main point of contact for the service:
6. I, the student named above, agree to the following: (1) to locate a proctor or testing center and set up an appointment for my course exam(s), according to published dates; (2) to arrange for fee payment for the proctoring services, if any; and (3) to submit this form to the proctor for completion at least two weeks before the first anticipated testing date. Entering my name and date below signifies that the information in Section A is complete and correct to the best of my knowledge. Name: _____ Date: _____	
Section B. To be completed by the proctor or testing center director.	
1. Proctor/Testing Center Director Contact Information:	
Name of proctor or main point of contact:	Organization:
Street address, City, State, Zip Code:	Phone:
	Email:
2. Please check YES or NO for the following statements:	
Yes No Have computer with Internet access. Yes No Willing/able to have lock-down browser installed. Yes No Willing/able to scan & email complete paper exams. Yes No Students always visible while testing.	Yes No Willing/able to print paper exams. Yes No Willing/able to track and enforce exam time limits. Yes No Students are on camera while testing. Yes No Testing Fee - if so, the cost is:
3. By entering my name and the date below, I certify that: (1)The information in Section B is correct to the best of my knowledge. ; (2)To the best of my abilities and (3) I will uphold the NIC Academic Honesty Standards. Name: _____ Date: _____	