

# Proctor Guidelines

Students are responsible for securing proctors outside of campus. Proctor Application/Agreement form should be submitted at the start of every term, no later than 14 days after the first class day. Once a Proctor Application/Agreement form has been submitted to the Dean of Instruction, the proctor will go through the approval process. Approved proctors will remain accepted and on file for one year. After a period of one year a new Proctor Application Form should be submitted.

## *Proctoring Guidelines for Students*

All LBWCC distance education courses require mid-term or final examinations be proctored, i.e., taken in the presence of another person. LBWCC verifies all proctor information. If a student is found to have falsified proctor information, the student will be in violation of the Code of Student Conduct, and the student will be subject to disciplinary actions by the College.

NOTE: The student will be notified of his/her grade. The proctor should make a copy of the student's answers from the exam before mailing the student's examination to LBWCC. The proctor should keep this copy for two months, after which time the proctor should destroy this copy. The student should **not** keep a copy of the test questions or answers; only the proctor should have a copy. The proctor should destroy the test questions received from LBWCC.

NOTE: If an instructor requires an exam to be completed with the use of a computer, it is the student's responsibility to secure the appropriate proctor.

### **Acceptable Proctors:**

Proctors must be people of good character with sound credentials. The proctor, a student selects, must be someone who adheres to a code of conduct in his/her profession and must come from one of the following groups:

- Librarians
- Supervisor
- Minister
- Teacher
- Administrator
- LBWCC Faculty and Staff

### **Unacceptable Proctors:**

Family members, friends, someone who reports to the student in a work context, or anyone with a personal connection to the student is not allowed to serve as a proctor.

In all cases, the Dean of Instruction must approve the proctor before the exam will be forwarded. The exam information will be given directly to the proctor, not the student.

### ***Process of Proctor Approval***

The Dean of Instruction must pre-approve proctors before they will be authorized to administer exams. The student and his/her proctor must fill out the Proctor Application/Agreement Form. Proctor Application/Agreement Forms should be submitted at the start of the term, no later than 14 days after the first class day. It is the student's responsibility to return this form to the Office of the Dean of Instruction at LBWCC. Once the Proctor Application/Agreement form is received and the proctor has been approved, the proctor will receive an email notification. If an examination is received using a proctor who has not previously been approved, the exam will not be graded.

### **Requesting Your Examinations**

If you are a student requiring the services of a proctor, please schedule appointments with your proctor for taking your exams prior to submitting the Exam Request Form. When scheduling appointments, allow one week for electronic delivery to the proctor and seven (7) additional business days for post office delivery to the proctor.

Once you have made the appointment, complete and submit the Exam Request Form. This is to notify LBWCC of the scheduled date of the exam administration and the method of delivery you prefer. The exam information will be e-mailed or shipped directly to the proctor. You may only request one (1) course exam per request form. A separate Exam Request Form must be submitted for different courses/exams.

### **Returning Your Examinations**

#### ***Paper Exams***

You, the student, are to supply the proctor with an **addressed, and stamped** envelope, in which to mail your completed examination. The envelope should be address as follows:

Attn: Testing – **Your Name and Course Name Here**  
Lurleen B. Wallace Community College  
**Your Instructor's Name**  
P.O. Box 1418  
Andalusia, AL 36420-1224

After completing the exam and prior to mailing, the proctor is first to complete the Exam Cover Sheet provided with all non-computer based tests, ensuring that it has both the student and proctor signatures; and secondly; to make a copy of the student's answers and Exam Cover Sheet and hold them in a secure location for two months, after which they should be destroyed. The proctor is to return the exam (including answers) and the Exam Cover Sheet to LBWCC in the envelope provided by the student. The exam is to be postmarked no later than one (1) week after being received by the proctor.

Falsifying proctor information will result in disciplinary action taken by the College, up to and including permanent expulsion of the student.