



LANIER
TECHNICAL
COLLEGE

TEST PROCTORING POLICY AND PROCEDURES



- Approved by the LTC Administrative Team 12/16/2010 via electronic vote
- Modified June 20, 2011 by Instructional Management Team (Phase II added, pg. 1)
- Updated December 13, 2011 (proctor information updated, pg. 6)

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INTRODUCTION

The Test Proctoring Policy and Procedures were developed to ensure the security and integrity of distance education student testing.

Phase 1: Beginning Winter Quarter 2011 (201103), all online math courses are required to have the final examination proctored. Other courses may require test proctoring at the discretion of the instructor or dean. Lanier Technical College will implement test proctoring in phases.

Phase 2: As per the discussion and decision at the Instructional Management Team Meeting on June 20, 2011 - Effective Fall Semester, 2011 (201212) the following courses when taught online are required to have the final examination proctored. Note that hybrid courses will continue to be treated as traditional courses for testing purposes.

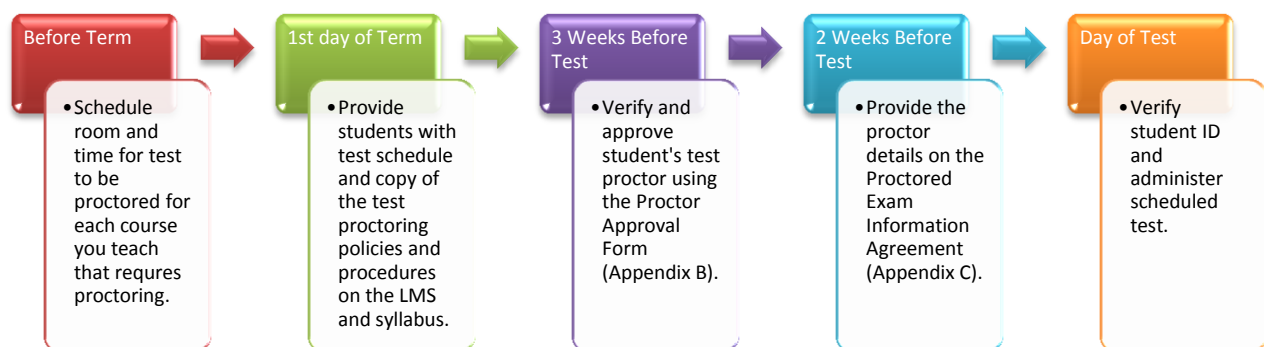
- Allied Health Science (Medical Terminology & Anatomy and Physiology)
- Biology (Anatomy and Physiology)
- Chemistry
- Economics
- English
- History
- Humanities
- Mathematics
- Physics
- Psychology
- Sociology
- Speech

TEST PROCTORING POLICY OVERVIEW



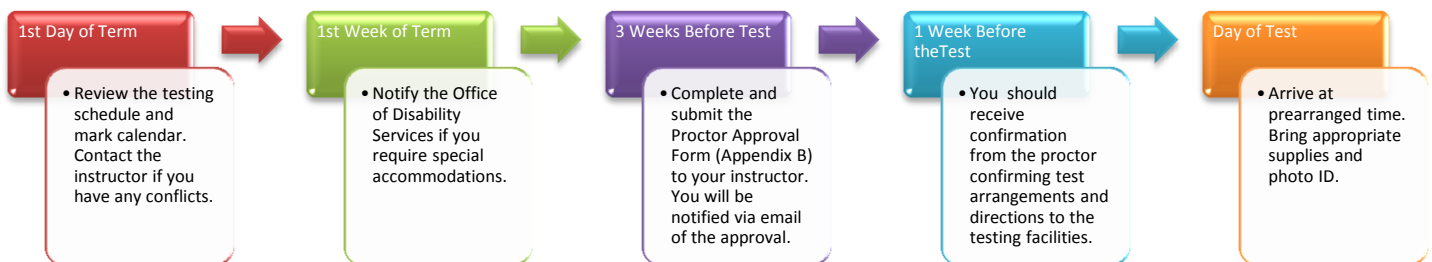
FACULTY RESPONSIBILITIES

- **Before Term** - Schedule a room and time for each proctored exam. For each course an instructor teaches that requires a proctored exam, the instructor will be responsible for scheduling a room at the appropriate campus for the exam. The instructor will be available at this scheduled time to administer the exam. To schedule a room, please contact Martha Martin (mmartin@laniertech.edu 770-781-6943) at Forsyth or Marynell Adams (madams@laniertech.edu 770-531-6415) at Oakwood. You must schedule an exam time for each course. For example, if an instructor is teaching four courses online that require a proctored exam, he/she will be responsible for scheduling four labs for administering the exam. The instructor should try to accommodate day and night students.
- **First Day of Term** - Provide the students with the scheduled time of the exam on the course syllabus and Learning Management System (LMS). Post the test proctoring policy and procedures in your LMS course and syllabi by the first day of the term.
- **Three Weeks Before Test** - Provide the student with a list of approved proctors if the student resides outside our service area or has extenuating circumstances. Verify and approve the student's test proctor using the Proctor Approval Application (Appendix B) at least 3 weeks before the test date. Email the student and proctor the approval documentation.
- **Two Weeks Before Test** - Provide the proctor with a completed Proctored Exam Information Agreement (Appendix C) detailing the instructions for administering the test at least two weeks before the test date. For testing security and integrity, adjust the test settings in the LMS to make certain the test can only be accessed in the proctored environment and only by the designated student.
- **Day of Test** – Arrive for the exam at scheduled time. Request a copy of the student's photo ID and verify the identity with the Banner class roll. Terminate the exam if the student displays improper conduct, including cheating.



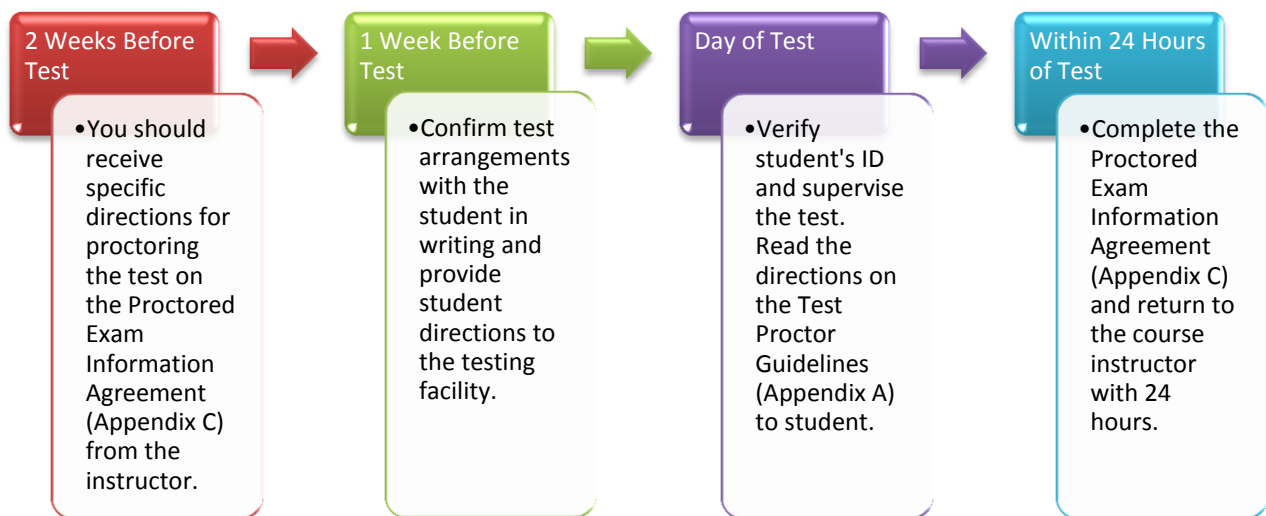
STUDENT RESPONSIBILITIES

- **First Day of Term** – Review the test proctoring policies and procedures as well as the testing schedule arranged by the instructor of the course. Contact your instructor if you have any conflicts with the established exam time. You should make every effort to attend your scheduled exam time. An instructor will have to approve a test proctor outside of the scheduled time.
- **First Week of Term** - Contact Mallory Safley (770-531-6330 or msafley@laniertech.edu) from the Office of Disability Services if you require special testing accommodations within the first two weeks of the term.
- **Three Weeks Before Test** – If you cannot attend your scheduled exam time make arrangements with the instructor and test proctor who will administer the exam during school hours (M – R 7:00am – 10:30pm).
 - **Proctors at LTC** - Review the list of approved proctors at LTC (page 5) provided by your instructor. Contact the appropriate person from the list and arranged a time for the proctored exam.
 - **Outside of LTC** - If you have extenuating circumstances and are unable to have your test proctored at LTC, please refer to the list of approved proctors (page 6) outside of LTC. Provide the proctor with the Test Proctor Guidelines (Appendix A) and complete the Proctor Approval Application (Appendix B). Once completed, return the Proctor Approval Application (Appendix B) to the course instructor. You will be notified of the approval via email.
- **One Week Before Test** - Obtain directions to the testing site and pay any fees associated with having the test proctored. Confirm the exam arrangements in writing with the instructor/proctor.
- **Day of the Test** - Arrive for the exam at the pre-arranged scheduled time. Test must be scheduled to coincide with school hours (M – R, 7:00am – 10:30pm). Bring a photo-ID to the test site to verify your identity. Bring pencils and/or pens to the testing site and any required materials if the exam is not available online. Notify the instructor and test proctor at least 24 hours prior to the pre-arranged exam time if you have to cancel the exam arrangements.



PROCTOR RESPONSIBILITIES

- **Two Weeks Before Test** - Receive specific directions for proctoring the test on the Proctored Exam information Agreement (Appendix C) from the course instructor.
- **One Week Before Test** - Confirm the exam arrangements with the student in writing and provide the student with directions to the testing facility at least one week prior to test.
- **Day of Test**
 - Abide by the instructions provided on the Proctored Exam Information Agreement.
 - Administer the exam in a location that provides a comfortable and secure testing environment.
 - Read the directions on the Test Proctor Guidelines (Appendix A) to student.
 - Request to view a copy of the student's photo ID once the student arrives to attempt the exam.
 - Supervise the student taking the exam by staying in the testing area with the student and answering only those questions not pertaining to the test.
 - Terminate the exam if the student displays improper conduct, including cheating. Collect any evidence of the improper conduct and email course instructor with details and documentation within 24 hours of the exam.
- **Within 24 Hours of Test** - Complete the Proctored Exam Information Agreement (Appendix C) Verification section and return the completed form to the instructor of the course within 24 business hours (M – R, 7:00am – 10:30 pm) of administering the test.



LIST OF APPROVED PROCTORS AT LANIER TECHNICAL COLLEGE

If a student cannot attend the scheduled exam time for any reason, he/she should contact his/her instructor immediately to make other arrangements. **Arrangements with proctors must be made at least two weeks in advance.**

1. **COURSE INSTRUCTOR** – The instructor for the course is the first choice as a proctor. The instructor is most familiar with the particulars of the exams and the course. Each course will have a scheduled and posted time to take the exam each term. The instructor can also schedule an additional time to proctor the exam as needed.
2. **OTHER INSTRUCTOR** - The student may attend another exam scheduled for a different course or section. This must be approved by the course instructor and the instructor offering the alternate exam time. Arrangements for this must be made at least two weeks in advance.
3. **CAMPUS SITES** - If the student is from a distant campus and no suitable arrangements can be made with the instructor, the instructor can schedule a time for a specific student with an approved proctor from Lanier Technical College as listed below. All appointments must be made at least two weeks in advance.
 - **OAKWOOD CAMPUS LIBRARY** – Kathryn Summey (ksummey@laniertech.edu), Director of Library Services, may proctor test by appointment only.
 - **FORSYTH CAMPUS LIBRARY** –Min Su (msu@laniertech.edu) may proctor test by appointment only.
 - **WINDER-BARROW CAMPUS** – Chip Reynolds (creynolds@laniertech.edu) may proctor test by appointment only.
 - **DAWSON CAMPUS**– Cindy Webber (cwebber@laniertech.edu) may proctor test by appointment only.
 - **JACKSON CAMPUS** – Debbie Darby (ddarby@laniertech.edu) may proctor test by appointment only.

LIST OF APPROVED PROCTORS OUTSIDE LANIER TECHNICAL COLLEGE

If a student is taking an online exam outside of our service area or has extenuating circumstances, he/she may request a proctor from another technical college or a proctor from outside of LTC from the list below. Students are required to provide the proctor with the Test Proctor Guidelines (Appendix A) and complete the Proctor Approval Application (Appendix B). The completed Proctor Approval Application needs to be returned to the instructor at least three weeks before the exam.

A family member or personal friend cannot be an approved proctor.

Proctors may be selected from the following groups:

- A vocation rehabilitation counselor
- A faculty member or administrator of an accredited university or college
- A school superintendent, principal, or counselor
- A clergy member
- A librarian
- A commissioned or noncommissioned officer whose rank is higher than the student's own for military students
- A corporate education director

APPENDIX A: TEST PROCTOR GUIDELINES

TEST PROCTOR GUIDELINES

This form is to be provided to the test proctor along with the Proctor Approval Application.

You must adhere to the following guidelines if you decide to serve as a test proctor.

- Confirm the exam arrangements with the student in writing three weeks prior to the exam.
- Provide the student with directions to the testing facility at least one week prior to the exam.
- Abide by the instructions provided on the Proctored Exam Information Agreement.
- Administer the exam in a location that provides a comfortable and secure testing environment.
- Request to view a copy of the student's photo ID once the student arrives to attempt the exam.
- Supervise the student taking the exam by staying in the testing area with the student and answering only those questions not pertaining to the test.
- Terminate the exam if the student displays improper conduct. Collect any evidence of the improper conduct and email course instructor with the details and documentation within 24 hours of the exam.
- If the exam is timed, please make sure the student does not go beyond the time limit.
- Complete the Proctored Exam Information Agreement Verification section and return the completed form to the instructor of the course within 24 hours of the exam.
- If a password is provided by the instructor, this is to be kept confidential and not revealed to the student.
- Read the following to the student before he/she is administered the exam.

"Please note the time that you are allowed on the exam and pace yourself accordingly. You are not allowed to use any notes or reference materials unless stated otherwise on the exam instructions. If you exhibit improper conduct, including cheating, your exam will be terminated and your behavior reported immediately."

APPENDIX B: PROCTOR APPROVAL APPLICATION

PROCTOR APPROVAL APPLICATION

Students must complete the student and instructor information section and have proctor complete the last section and sign. Once completed, the student submits this form to the course instructor at least 3 weeks prior to the exam

Print this form and provide it to your selected proctor.

Student Information *(completed by student)*

First Name Middle Initial Last Name

Student ID #

Student E-mail Address:

Course Prefix & Number

Course Description

Date:

Instructor Information *(completed by student)*

Instructor's Name

Instructor's Phone

Instructor's E-mail Address

Proctor Information *(To be completed by the prospective test proctor.)*

First Name Last Name Middle Initial

Title/Position:

Name of Employer:

Address of Employer:

City: State: Zip Code:

Business Phone: Business Fax:

Proctor E-mail Address:

Would you like to be placed in our Test Proctor Database to be contacted for future exams? Yes No

Do you require a test proctoring fee? Yes Indicate Amount \$ _____ No

Proctor's Signature

By signing my name above I verify that all information is true to my knowledge. I agree to adhere to the Proctor Requirements indicated by Lanier Technical College if I am approved to administer the exam.

APPENDIX C: PROCTORED EXAM INFORMATION AGREEMENT

PROCTORED EXAM INFORMATION AGREEMENT

This document should be completed and returned to the course instructor within 24 business hours of administering the exam.

Student Name: _____ ID Verified YES NO

Term: _____ Course Prefix _____ Course Number _____

Name of Instructor _____

The course noted below requires the supervision of a test proctor. Please keep this agreement in a secure location as it may contain sensitive information.

Detailed Instructions Section: The instructor should provide detailed instructions in this section on how to access the course especially if the course is available by way of the Internet. If the proctor has to access Learning Management System (LMS) to access the course, detailed steps should be provided on how to logon to the LMS and how to access the exam.

Name of Exam	Exam Availability Date	Exam Method of Delivery	Exam Method of Return	Resources Allowed By Student	Time Limit	Exam Due Date
<p><i>Example: PSY 1010 Final Exam Part 1</i></p> <p><i>PSY101 Final Exam Part 2</i></p> <p><i>The passwords are contained in the email accompanying this document.</i></p>	<p><i>Example December 9 – 15</i></p>	<p><i>Example: Password Protected Online Exam in ANGEL. Have the student login and verify the name at the top of the screen. The Final is under Lessons Tab, Final Exam Folder. Proctor is to type the password.</i></p>	<p><i>Example: This exam is in ANGEL so the exam will be submitted online automatically.</i></p>	<p><i>Example: The student isn't allowed additional resources for this final.</i></p>	<p><i>Example: Each section of the final has 50 questions each and 1.5 hours for each section.</i></p>	<p><i>Example: December 15</i></p>

VERIFICATION SECTION

By keying my name in the space below, I, the below named student, verify that I have independently completed this examination under the supervision of my designated proctor. I completed this examination without the use of any books, notes, or items, except those specifically permitted for use during this particular examination.

Student Name _____

By keying my name in the space below, I, the below named proctor, verify that I have supervised the administration of this exam. The above named student has completed this examination following all regulations as outlined in the Proctor Guidelines.

Proctor Name _____

Date of Exam _____