



# ONLINE LEARNING AND ACADEMIC TECHNOLOGY

## Guidelines for Administration of Proctored Tests

- Suitable Proctored Testing sites must be approved by the instructor.
- During the first week of the term, in both your course syllabus and on the Blackboard course site, inform your students which tests must be proctored in the syllabus and on Blackboard. Students should email their requests for proctored testing during the first week of a term.
- Suitable proctors may include Tri-C assessment centers, accredited college or university testing centers, public libraries, and military education centers. The National College Testing Association website is one resource for locating a testing site. <http://www.ncta-testing.org/resources/standards/subscribers.php>
- Email your proctored testing instructions to the testing site by completing the information below.

**Instructions for the Examination Proctor.** The student named is from Cuyahoga Community College and has requested to use your institution/testing site as a proctored testing site. The student will or has made arrangements with the test site administrator and is responsible for the fee.

**Student Information:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Instructor Information:** \_\_\_\_\_ **Instructor email:** \_\_\_\_\_

Notes: <input type="checkbox"/> Yes <input type="checkbox"/> No Open Book: <input type="checkbox"/> Yes <input type="checkbox"/> No Calculator: <input type="checkbox"/> Yes <input type="checkbox"/> No Time Permitted: _____	Blackboard Test: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Password/instructions _____ Materials enclosed/or to be sent: _____ Examination Instructions: _____
Start Date: _____	
End Date: _____	

### Proctored Test Certification Please Return with the Exam.

The student will arrange the time and date of testing with the proctored test site proctor. The Proctored Test Certification should be completed and signed by the proctor and the student. Please return the Proctored Test Certification with the test. Please validate the student's identity by driver's license, valid state ID or other valid photo ID.

1. **DO NOT** allow the student to use any printed course materials unless so noted by the instructor.
2. Be sure the student **does not** communicate with any other person during the exam.
3. The student is not permitted copies of this exam. The student may not duplicate any exam materials.
4. Once time has expired the proctor administrator should collect all exam and exam materials, including scratch paper, answer sheets and/or notes.
5. Please complete and sign the Proctored Test Certification assuring these steps have been followed.
6. Contact the instructor if there are any questions

I certify the student completed the exam enclosed. The student was observed and did not use any unauthorized aids and the Suitable Proctored Environment guidelines stated above were followed.

Date: __/__/____ Time Started: __:__(am/pm) Time Completed: __:__(am/pm) Proctor Name: _____ Proctor email: _____ Proctor Signature: _____	Student Name: _____ Student email: _____ Student Signature: _____
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