



Proctor Approval Form – Instructor Responsibilities for off-campus testing

To address the testing needs of the online student population and faculty's concern over academic integrity within the online course, instructors may use the following procedures for proctoring.

1. Students requesting off-campus testing will submit Proctor Approval forms 1 and 2 to the instructor. (Student must live over 50 miles from campus to be eligible.)
2. It is the instructor's responsibility to approve or disapprove of a proctor request.
3. Student requests should be approved or disapproved within 3 days of receipt of the required paperwork (Proctor Approval forms 1 and 2).
4. On the date of the exam, the instructor will send the testing material to the proctor either by fax or email or other form of delivery. The materials will include:
 - a. A cover sheet with contact information (instructor's name, address, email, phone and fax numbers).
 - b. The test(s).
 - c. Instructor Test Procedure form.
 - d. A copy of the Proctoring agreement form.
5. Completed tests are returned to the instructor from the proctor.
6. Tests are graded and posted by the instructor.



Proctor Approval Request for Off-Campus Examinations – Student Responsibilities

Instructions:

The student proctoring request forms are used by students enrolled in a distance education program who do not live within driving distance of Clovis Community College (i.e. over 50 miles from campus). It is the student's responsibility to find a suitable proctor. Once the forms are completed, students should return the forms to their instructor for approval. (Examinations will not be submitted to a proctor until the proctor has been approved.)

Step 1: Identify a suitable proctor. A prospective proctor may be found within the following professions:

- Librarian
- A faculty member or administrator of an accredited college or university
- Certified teacher, counselor, or an administrator of a school district
- Military Educational Center official (Educational Counselor, staff member, etc.)
- A testing center of a college or university

Note: Proctors must have accessibility to a fax machine if a written exam is given. In the situation where an online exam is scheduled, proctors must have the capability to supervise a computer with an internet connection.

Proctors may not be:

- Family members or relatives
- A current student of Clovis Community College

Step 2: Print this page and the two proctor approval forms (2 pages)

Step 3: Complete the forms with the proctor. (Proctor Approval Form #1 and Proctor Approval Form #2)

Step 4: Submit the two completed forms to your instructor either by fax or mail.

- Fax: (575) 769-4190
- Mail to: Instructor's name; Clovis Community College; 417 Schepps Blvd.; Clovis, N.M. 88101

Note: The forms must be received by the instructor one month prior to the date of the exam.

Step 5: Confirm testing dates with proctor and instructor.

Step 6: Reimburse proctor for any expenses (mailing costs, site fees, etc.) if applicable before exam is given.

Please review the Clovis Community College's Academic Integrity Policy in the Student Handbook under the Code of Conduct: <http://www.clovis.edu/studentservices/StudentHandbook/index.asp>



Proctor Approval Form #1

Student Information: *(Student must complete this section.)*

Student Name (last, first, MI) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone Number: *Work* _____ *Home* _____

Email Address _____

Course Number and Name _____

Exam Requested: _____

Date exam is to be taken: _____

Proctor Information: *(Proctor must fill out this section.)*

Proctor's Name _____ Title _____

Proctor's business email address: _____

Telephone Number: _____ Fax Number: _____

Institution _____

Institution Address _____

City _____ State _____ Zip Code _____

Mailing address the exam is to be sent to: _____

Fax number exam is to be sent to (the exam will be faxed only with the prior approval of the instructor):

Telephone () _____ Exam Date _____

Return this completed form to your instructor via email, fax (575-769-4190), or:

(Instructor Name)
Clovis Community College
417 Schepps Blvd.
Clovis, NM 88101



Proctor Approval Form #2 – Proctor Responsibilities

Please read the following information before agreeing to proctor an examination.

In order to ensure the integrity of the examination procedures, the following procedures must be followed. Any deviation from these procedures may invalidate the examination.

2. The student must identify himself/herself with a picture ID at the time of the examination.
3. The examination must be opened in the presence of the student. If the exam is online, the proctor will type in the password to access the exam.
4. The student's exam time limit is determined by the instructor (3 hours or less).
5. The proctor will follow the instructor's test procedures for the exam.
6. The proctor must personally observe the student throughout the examination period and attest to the integrity of the student's work.
7. The student is not allowed to have a copy of the examination or to make a copy of the examination or any part of it. No copies of the examination may be made for any purpose. The examination must be returned to Clovis Community College with the student's answers if written.
8. Immediately upon the conclusion of the time allotted for the examination, the proctor should :
 - a. Collect from the student **all** the examination materials.
 - b. Sign and enclose certificate that accompanies the exam attesting to the proper administration of the examination.
 - c. Fax the student's exam and the completion certification to (575) 769-4190 to Attention: *Instructor's Name*. Exams must be faxed by the next business day.
 - d. *If the exam is online, students should be directed to close the exam and to log out.*
9. If the examination is not taken, it should be returned to:
Instructor: *Instructor's Name*, Clovis Community College, 417 Schepps Blvd., Clovis, NM 88101.

We appreciate your rendering this important service to the student. If, however, you feel that you cannot personally proctor the examination under these procedures, please decline the student's request. If you accept this responsibility, please indicate your acceptance by signing below.

The student will take the exam on the following date: _____

I accept the responsibility for proctoring the examination according to the procedures outlined.

Date _____ Signature _____

Return this completed form to your instructor via email, fax (575-769-4190), or:

(Instructor Name)
Clovis Community College
417 Schepps Blvd.
Clovis, NM 88101



Proctor Instructions – Instructor Test Procedures

Instructors may make modifications to this page.

In order to ensure the integrity of the examination procedures, the following procedures must be followed. Any deviation from these procedures may invalidate the examination.

1. The student must identify himself/herself with a picture ID at the time of the examination.
2. The examination must be opened in the presence of the student. If the exam is online, the proctor will type in the password to access the exam.
3. The student is allowed a maximum of ___ hours for completing the examination, not to exceed 3 hours.
4. Instruments allowed during exam:

_____ Books	_____ Scrap Paper
_____ Calculator	_____ Computer
_____ Open Notes	_____ Open Books
_____ Other: _____	

5. The proctor must personally observe the student throughout the examination period and attest to the integrity of the student's work.
6. No copies of the examination may be made for any purpose. The examination must be returned to Clovis Community College with the student's answers.
7. Immediately upon the conclusion of the time allotted for the examination, the proctor should :
 - a. Collect from the student **all** the examination materials.
 - b. Sign and enclose certificate that accompanies the exam attesting to the proper administration of the examination.
 - c. Fax the student's exam and the completion certification to (575) 769-4190 to Attention: *Instructor's Name*. Exams must be faxed by the next business day.
 - d. *If the exam is online, students should be directed to close the exam and to log out.*
8. If the examination is not taken, it should be returned to:
Instructor: *Instructor's Name*, Clovis Community College, 417 Schepps Blvd., Clovis, NM 88101.

To be completed by Proctor:

Date _____

Test Start Time: _____ Test End Time: _____

Proctor's Signature _____

Student Signature _____

Return this completed form to the instructor with the completed exam. If the exam is online, return this form to: Instructor's Name, Clovis Community College, 417 Schepps Blvd., Clovis, NM 88101.